

Job Details	
Job Title:	Clinical Senior Lecturer (HCC)
Institute & Centre:	Institute of Dentistry – Centre for Immunobiology and Regenerative Medicine
Reports to:	Centre Lead
Accountable to:	Institute Director
Grade:	Clinical Academic (HCC)
Salary:	
Contract:	Teaching & Research Full Time
Appointment period:	Indefinite
Probationary period:	3 years
Current Location:	Whitechapel, although the post holder may also be required to carry out duties on other College/Hospital sites.

Job Context

The Institute of Dentistry (IoD) is one of six Institutes in the School of Medicine and Dentistry (SMD), located primarily on our Whitechapel site. It comprises five academic centres and employs in excess of 170 staff (c77 FTE).

The IoD has been conducting internationally recognised research in oral and dental sciences in Whitechapel for more than a century and is the top rated UK Dental School for quality of dental research, as assessed in the 2014 Research Excellence Framework. It has a long and proud history of providing internationally renowned taught programmes and currently offers 2 undergraduate programmes and 12 Post graduate taught programmes, with a combined cohort of c500 students. In 2014 we opened the first new dental school and hospital in the UK for 40 years, the stunning £78m Royal London Dental Hospital, incorporating some of the most technologically advanced dental facilities in the country.

Job Purpose

- To undertake high level research into periodontology specifically related to the host response element of the disease which is complementary to the overall research strategy of the Centre, Institute and School, and of the Trust Surgery CAG.
- To contribute to the organisation, delivery and assessment of Periodontology teaching of under and post-graduate students in the School.
- To contribute to the delivery of clinical service in Periodontology/Restorative Dentistry within the Trust Department of Dentistry.
- To undertake such administrative, managerial and other duties as are reasonably to be expected of a senior member of clinical academic staff, as agreed with the Centre Lead.

Accountability

- The post holder is managerially accountable to the Institute Director (DoI).
- The post holder is accountable to the Centre Lead and Institute Teaching Lead for undergraduate and postgraduate teaching and training.
- The post holder is accountable to the Centre Lead and DoI for the research elements of the post.
- The post holder if clinically active is accountable to the Centre Lead and Clinical Director and General Manager of the Trust's appropriate CAG for the provision of clinical services and for associated managerial and administrative functions.
- The postholder is accountable to the Clinical Director of Dentistry & OMFS of Barts Health NHS

Job Purpose

Trust for the provision of clinical services, and for associated managerial and administrative functions. The postholder will observe all appropriate Trust policies, protocols and procedures whilst undertaking clinical work with Trust patients and patient materials.

Main Duties & Responsibilities

Summary of Post

- The postholder has an Honorary Consultant contract with Barts Health NHS Trust.
- The post sits within the Centre for Oral Immunobiology and Regenerative Medicine, part of the School's Institute of Dentistry.
- The appointment is funded by the College.
- The postholder will undertake 5-6 academic programmed activities on behalf of the School, and 4-5 clinical programmed activities on behalf of the Trust normally to be apportioned 50:50

Duties of the Post

A. Academic (5 – 6 Programmed Activities)

Research: Research productivity will be assessed according to the School's performance standards for academic staff (see *Appendix A*).

- To acquire resources and financial support in order to develop and undertake an independent research programme in the field of Periodontology (pathogenesis, host-response/immunity), complementary to the overall research strategy of the Centre, Institute and School, and of the Trust Surgery CAG.
- To develop interdisciplinary collaboration with Blizzard Institute and other Institutes at QMUL-SMD in the field of Immunology.
- To develop national and international research links and a high profile in the subject or field.
- To publish research results using well-regarded means, such as reputable publishers, or high impact factor peer-reviewed academic journals and conference proceedings.
- To play a significant role in the Centre's/Institute's regular research group meetings, to attend laboratory and journal club meetings, weekly seminars, audit meetings, etc.
- To supervise undergraduate and postgraduate students engaged in research, postdoctoral research fellows and research assistants, as appropriate.
- To ensure that all research is undertaken according to Good Clinical Practice (GCP), Good Laboratory Practice (GLP), College and Trust protocols.
- Any clinical study proposals must comply with the School's and Trust's policies and procedures and, in particular, must be registered with the School and Trust's Joint Research Office. Research proposals must be submitted through the School's Research Deanery and the Trust's Ethics committee, and all costings and overheads agreed in advance with the School and Trust's Joint Management Research Office.

Teaching: The postholder's contribution to teaching activities will be determined according to the School's performance standards for academic staff (see *Appendix A*).

- The postholder is expected to play a significant role in the delivery of postgraduate curricula in accordance with the Institute's Teaching and Learning Service Level Agreement and as agreed by the Centre Lead. This will include contributing to course and examination organisation, and, when required, serving on strategic or tactical committees related to teaching.
- To contribute to the development, organisation and running of postgraduate and CPD courses particularly in Restorative Dentistry as agreed with the Centre Lead.
- The Institute runs a problem-based learning programme and the postholder may be asked to be the facilitator to small groups of students. Appropriate training will be given as necessary.

Administration:

- To take responsibility for a particular area of administration as agreed with the Centre Lead.
- To attend meetings as required, as well as those of other relevant Institute/School/College committees/boards, as agreed with the Centre Lead.
- To carry out such Centre, Institute, School or College administrative tasks as may be required by the Centre Lead.

B. Clinical Duties (5 Programmed Activities)

The postholder is required to have and maintain full registration with the General Dental Council. Dental Staff are advised to continue membership of one of the medical defence organisations. An Honorary Consultant contract with Barts Health NHS Trust will be provided.

- To participate fully as member of the multi-disciplinary team in Periodontology/Restorative Dentistry /Clinical Research.
- To deputise for and provide cover for leave for the other Consultants in the Restorative Dentistry clinics as appropriate.
- To assist in the development and evaluation of new procedures and keep appropriate records of data obtained, in accordance with the requirements of the ethics committee and the data protection act

Clinical Governance

- The postholder must have an awareness and understanding of clinical governance issues, and is expected to participate in Clinical Governance activities related to their clinical work. The post holder is expected to participate in the Trust's clinical effectiveness activities, and to encourage and foster improvements in the quality and standards of clinical services. The post-holder will assist with the safeguarding of high standards of care by participating in the creation of an environment in which excellence in clinical care will flourish.
- The postholder is required to participate fully in the joint College/Trust appraisal process and to maintain an appropriate portfolio of work activities for revalidation purposes.
- The postholder must maintain their statutory and mandatory training requirements as laid out by the Trust at all times.

Continuing Professional Development and Continuing Medical Education

- The post holder is expected to take responsibility for their own Continuing Professional Development and take part in Continuing Medical Education activities, in line with the requirements of the Royal College of Surgeon Guidelines.
- The post-holder must be committed to the concept of lifelong learning and produce and maintain a Personal Development Plan in agreement with their Head of Service. Continuing medical education is essential: time and financial support from the Trust is available for participation in this.
- Study leave is available under the Terms and Conditions of Service for Hospital Medical and Dental staff, subject to the approval of the Head of Service.

Teaching and Training

- The Trust is committed to sustaining and advancing the provision of medical, dental, nursing and other professional education and to the delivery of high quality postgraduate and undergraduate training.
- As part of their clinical supporting programmed activities, the post-holder is expected to participate fully in the teaching and training of junior staff in Restorative Dentistry and Clinical Research as appropriate, visiting research fellows (including from overseas) and those undertaking higher degrees. For the majority of Consultants this will involve specific timetables and regular teaching commitments agreed with the Head of Service, and supervised by the Unit Training Director and Educational Supervisors. There is a regional postgraduate training scheme rotation based at Barts Health NHS Trust. The post holder will also be expected to assist in the training of nursing and other staff as appropriate.

General Information

- The post holder is expected to work closely with the Service Manager and the Head of Service in the management and administration of resources and to be active in promoting changes which improve the delivery of service to patients.

- An office, personal computer (with internet access), secretarial support and other facilities, including access to current books and journals will be provided.

Health and Safety

- The post holder is expected to undertake the appropriate management responsibilities, and be aware of individual responsibilities in accordance with the Trust's Health and Safety policy and report as necessary, any untoward accident, incident or potentially hazardous environment. The post holder will promote and implement the Health and Safety Policy. The Trust operates a No Smoking Policy

C. Other

- The postholder must ensure they are fully aware of and comply with the College's/Trust's policies and procedures in relation to, *inter alia*, confidentiality, health and safety at work, COSHH regulations, infection control, safe handling of drugs, and all local safety rules regarding fire, chemical, radioisotope and gene manipulation hazards.
- The postholder must at all times carry out their responsibilities with due regard to the College's and Trust's equal opportunities policy.
- The postholder must at all times respect the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act
- Due to the nature of the work, this post is exempt from the provision of section 4 (2) of the Rehabilitation of offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are therefore not entitled to withhold information about convictions, including those which, for other purposes are "spend" under the provisions of the Act. Failure to disclose such information may result in dismissal or disciplinary action.
- Appointment is subject to satisfactory pre-employment health screening carried out by the Trust and College following recommendation for appointment.
- This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed.
- The duties of the post outlined above are not exhaustive, and the postholder is expected to be co-operative and flexible, undertaking such other duties as may from time to time be reasonably expected of a senior member of clinical academic staff in a university.
- These duties will be subject to review in line with the changing requirements of the Centre, Institute, School, College or Trust, and with the development needs of the postholder as identified through regular review/appraisal processes.

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Job Profile

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable
Qualifications	BDS or equivalent registerable primary Dental Qualification	E
	Eligible for or already on the GDC register	E
	Eligible for or already on the GDC Specialist Register in Periodontology or within 6 months of eligibility for inclusion	E
	Completion of the GDC recognised exit examination in Restorative Dentistry or equivalent	E
	Higher Research Degree (PhD)	E
Knowledge,	Successful completion of a Training Programme in Restorative Dentistry or one of the single specialties recognised by the Specialist Advisory Committee of the JCSTD or equivalent	E
	Considerable clinical experience in Periodontology and Restorative Dentistry at specialty level	E
	Demonstrable experience in research in Periodontology/Immunology	E
	Relevant and up-to-date Continuing Professional Development (CPD)	E
	Appropriate peer reviewed publication record with original research highlighted in the application	E
	Experience of teaching or training at postgraduate level	D
	Evidence of curriculum development/ enhancement in specialty postgraduate programme in Periodontology	D
	Experience in working in clinical research	D
	Experience in service delivery.	D
	Ability to manage resources effectively	D
	Ability to work as part of a multi-disciplinary team	E
	Ability to teach post-graduate dental students.	E
	Knowledge of multidisciplinary clinical audit and demonstrable commitment to improving quality of care to patients	E
	Ability to communicate effectively with GDPs and other professionals in hospital and community	E
	Ability to develop research projects and supervise trainees in their research	D
	Flexible and co-operative approach to colleagues	E
	A demonstrable ability to cope under pressure	E
	Team player	E
	Good communication skills	E
	A demonstrable commitment to the School in teaching and research	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

JOB PLAN (Indicative)

Day	Time	Activity	Employer	PA
Monday	AM	Undergraduate Teaching	QMUL	1
	PM	SPA	Barts Health	1
Tuesday	AM	Research	QMUL	1
	PM	Postgraduate Teaching	Barts Health	1
Wednesday	AM	Undergraduate Teaching	QMUL	1
	PM	SPA	QMUL	1
Thursday	AM	Research	QMUL	1
	PM	Research	QMUL	1
Friday	AM	Clinical Service	Barts Health	1
	PM	Clinical Service	Barts Health	1

APPENDIX A: PERFORMANCE STANDARDS FOR ACADEMIC POSTS WITHIN THE SCHOOL

Outlined below are the minimum performance standards expected of all clinical and non-clinical academic staff (lecturer, senior lecturer, reader and professor). For further information and context please visit the following link: <http://connect.qmul.ac.uk/sectors/md/resources/index.html>.

1. Standards for Teaching (TS, PI and TR posts)

Teaching hours

1. The table below provides guidance calculations for annual teaching hours for academic staff in the SMD, based on:
 2. a 44-week teaching year
 3. a 35-hour working week for non-clinical academics
 4. a 40-hour working week for clinical academics

Type of Post	Non-clinical academic (full-time)		Clinical academic									
			5 academic PAs		4 academic PAs		3 academic PAs		2 academic PAs		1 academic PA	
	Total hrs	Contact hrs	Total hrs	Contact hrs	Total hrs	Contact hrs	Total hrs	Contact hrs	Total hrs	Contact hrs	Total hrs	Contact hrs
PI	154	77	88	44	70	35	53	26	35	18	18	9
TR	462	231	264	132	211	106	158	79	106	53	53	26
TS	770	385	440	220	352	176	264	132	176	88	88	44

5. Total teaching time indicated above includes preparation and set-up time.
6. The teaching commitment for clinical academics is calculated *pro rata* to the agreed academic proportion of their contracted job plan. It is over and above any teaching included in the clinical component of the job plan.
7. Different standards are in place for part-time (2PAs or less) Clinical Teachers in Dentistry.

Excellence in Teaching

1. All staff who engage in teaching are expected **as a minimum** to:
 - Attend appropriate training/briefing relevant to the types of teaching they undertake, for example OSCE examiner briefing, PBL facilitator training, effective lecturing course.
 - Participate in annual peer observation;
 - Comply with standing College guidelines on teaching quality assurance;
 - Contribute to preparations for accreditation processes.
2. In addition to the standards in above, academics wishing to pursue an educational career path (for example leading to promotion, on the grounds of teaching, from lecturer to senior lecturer) will be judged in line with the eight 'Queen Mary Indicators' of individual teaching

excellence, contained within the Leadership Foundation for Higher Education and QMUL report *Managing*

Teaching Performance:

1. Highest levels of satisfaction in student feedback across all teaching over previous three years.
2. Excellent feedback on quality of teaching and/or levels of student achievement from external examiners.
3. **3*** Success in gaining:
4. accredited teaching qualification;
5. funding for enhancements of teaching and learning;
6. Queen Mary prize or award for teaching.
7. Evidence of excellent and sustained leadership of teaching activities that demonstrably improves students' learning.
8. Evidence of significant contributions to development of policy and enhancement of practice in relation to teaching and learning at departmental, Faculty or College level.
9. Examples of significant personal contribution to innovations in teaching, curriculum design, and/or student support that enhance students' learning.
10. Evidence of teaching informed by the research culture of the discipline and/or by appropriate professional practice in a way that has a positive impact on students' learning.
11. Evidence of significant individual contribution to the achievement of QM graduate attributes.

In addition to the standards in the sections above, academics seeking conferment of academic title (Chair or Reader) on the grounds of teaching will be judged in line with the four 'National/International Indicators' of individual teaching excellence, contained within the Leadership Foundation for Higher Education and QMUL report *Managing Teaching Performance*:

1. Award of national prize or Fellowship for teaching and/or support of learning.
2. Receipt of peer-reviewed funding for projects to develop and enhance teaching and learning and successful completion of such projects.
3. Demonstrable impact on teaching in the discipline nationally and/or internationally, for example through publication of high quality scholarship on teaching, the production of high-impact text books, substantial contribution to Subject Centre or subject associations, or substantial participation in policy forums.
4. High-level appointment as external expert on teaching and learning.

2. Standards for Research (PI and TR posts)

1. Owing to the different nature of Dental Education and Research, and using information from the 2001 RAE, different research performance standards are set for staff within the Institute of Dentistry.
2. For clinical academics, the minimum output levels given below are adjusted **pro rata** to the agreed academic proportion of their contracted job plan.
3. All staff (TS, PI and TR) who engage in research are expected as a **minimum** to:
 - Comply with Good Clinical Practice (GCP), Good Laboratory Practice (GLP), ethical requirements, internal peer review systems and College financial regulations;

- Contribute at an appropriate level to the SMD's/Institute's/Centre's research environment, for example research group and journal club meetings, weekly seminars, audit meetings, etc;
- Demonstrate appropriate rates of grant and paper submissions.
- Undergo initial training in "How to be a PhD supervisor", followed by update training every three years (see SMD [Training Requirements for Supervisors](#)).
- Ensure that they and their research students comply with all SMD Graduate School requirements, including (but not exclusively): undertaking transferable skills training, completing reports on time, and submitting thesis in a timely manner so that degree award can be made within four years (six years part-time) of initial registration.
- In order to ensure that School research has maximum impact in the metrics-based successor to the RAE and other similar exercises, grants and contracts awarded to School researchers should be managed and administered by the School (unless research governance requirements indicate otherwise). Publications must be attributed in accordance with the School's current policy ([The Identity of our School](#)).

4. The **minimum** outputs expected for **Principal Investigator (PI)** posts are:

- **Medicine:** Annual externally funded research expenditure of >£200k (typically £130k charitable sources and £70k Research Council or equivalent sources)
- **Dentistry:** Annual externally funded research expenditure >£65k (from charitable, Research Council or equivalent sources)
- Publishing in journals with the highest impact factors in the field ¹
- Publishing in non-discipline specific high impact factor journals, e.g. Lancet/PNAS/Science/Nature ²
- Supervision of three research students at any one time
- Medicine: Supervision of two research assistants at any one time
- Dentistry: Supervision of one research assistant at any one time

5. The **minimum** outputs expected for **Teaching and Research (TR)** posts are:

- **Medicine:** Annual externally funded (charitable, Research Council or equivalent sources) research expenditure of >£65k
- **Dentistry:** Annual externally funded (charitable, Research Council or equivalent sources) research expenditure of >£30k
- Publishing in journals with the highest impact factors in their field *
- Supervision of one research student at any one time
- Supervision of one research assistant at any one time

3. Standards for Scholarly Activity (TS posts)

1. TS academics are expected to be able to provide evidence of their appropriate engagement in scholarly activities which:
 - contribute to their personal and professional development as an educator, and
 - enrich the overall environment in which learning and teaching take place.
2. TS academics who engage in research and/or supervise research students as part of their scholarly activities are expected to fulfil the minimum research standards given above.

¹ To be determined by discussions with performance manager

² To be determined by discussions with performance manager

4. Standards for “Third stream” Activity (TS, PI and TR posts)

1. All academics in the SMD are expected to provide evidence that they have:
 - explored the potential exploitation of their teaching and research/scholarly activity, and
 - (if appropriate) collaborated actively with the College to secure economic and reputational benefits to QMUL and the SMD from these activities.
2. All third stream and external activities must be conducted in accordance with the College’s [Code of Practice on Outside Work by Academic Staff](#) and [Code of Practice for the Exploitation of Intellectual Property](#).

5. “Good Citizenship” and Professional Academic Standards (TS, PI and TR posts)

1. All academics will conduct themselves professionally in accordance with the key principles embodied within the College’s stated core [Values](#).
2. Staff must observe and act in accordance with the College’s [Dignity at Work](#) statement, namely to promote diversity and show commitment to creating a positive working environment free of harassment and bullying, where all people are treated with dignity and respect.
3. All staff are also expected to:
 - Show evidence of relevant continuing professional development
 - Further the academic development of the SMD, Institute and Centre and to take a demonstrably active interest in its activities.

6. Standards for Management and Leadership (posts with appropriate responsibilities)

1. All academics who carry line-managerial responsibility for other staff members are expected to undergo appropriate HR and employment training sessions, including (but not limited to):
 - Fair selection and interview skills
 - Equality and diversity
 - Managing non-academic probation
 - Managing fixed-term contracts
 - Staff appraisal.
2. Academics are expected to act at all times in an appropriate manner towards the staff that they manage. This includes:
 - Holding regular probation, review and performance management meetings
 - Providing mentorship
 - Fulfilling the obligations of the RCUK [Concordat to support the Career Development of Researchers](#)
 - Allowing all staff appropriate opportunities for training and development.
3. In addition, Centre Leads and Institute Directors are expected to:
 - Comply with the College’s Ordinance C4 [Duties and Responsibilities of Heads of Academic Centres/Departments/Directorates/Institutes/Schools](#)
 - Ensure the principles of equality and diversity are embedded within the Centre/Institute and all its activities
 - Provide an environment conducive to collaboration and academic enterprise

- Promote and maintain good relations with SMD colleagues in other Centres/ Institutes, with the central SMD and College management and with NHS colleagues in associated Trusts/Divisions/CAUs
- Demonstrate significant leadership in the Centre's/Institute's activities, providing guidance and encouragement to other staff members.