

Recruitment Pack and Job Description Senior Dental Officer, Band B Dorset

Primary Care Dental Service Special Care Dentistry, Dorset and Somerset

Kindness, Respect, Teamwork Everyone, Everyday



Hello and Welcome

Thank you for your interest in our Primary Care Dental Service for Dorset and Somerset - part of Somerset NHS Foundation Trust.

Our teams are here to deliver great care and high quality services for our cohort of special care patients. We are all particularly lucky to be able to do this in the most beautiful counties of Dorset and Somerset.

In joining us you will be part of, and be supported by, a dedicated and passionate workforce with the patient at the heart of everything we do.

We wish you much success in your application and look forward to welcoming you into our service.



Zillah Morris, Service Manager and Daniel Rawles, Deputy Service Manager



Lorna Hollingsworth, Consultant in Special Care Dentistry & Clinical Director and James Coulston, Consultant Vascular Surgeon & Associate Medical Director



Why Somerset NHS Foundation Trust?

Somerset NHS Foundation Trust runs acute hospital services, community services, mental health and learning disability services, and a quarter of Somerset's GP practices. It runs services from two acute hospitals – Musgrove Park Hospital in Taunton, Yeovil Hospital in Yeovil – services in the community, services from the 13 community hospitals in Somerset, a range of mental health and learning disability services and Symphony Healthcare Services which runs a quarter of GP practices in Somerset. Our Primary Care Dental Service is delivered across Somerset and Dorset.

Our trust is the result of two mergers. The first merger in April 2020, between Taunton and Somerset NHS Foundation Trust and Somerset Partnership NHS Foundation Trust, brought together acute services, community service and mental health and learning disability services. The second merger brought together acute services from both acute hospitals in the county and a large proportion of the county's GP practices under Symphony Healthcare Services.

We believe that the broad range of services that we offer within one organisation put us in a better position to provide mental and physical health services for our population, helping people to enjoy healthier lives with improved equitable access to the specialist care and treatment they need, when they need it.

We are commissioned by the Somerset Integrated Care Board (ICB) and the Dorset Integrated Care Board (ICB), and work with stakeholders such as Local Dental Committees in Dorset and Somerset, the South West Managed Clinical Networks (MCNs), general dental practitioners, social care and the voluntary sector.



Primary Care Dental Service Dorset and Somerset

Supported by

Consultant in Special Care Dentistry Clinical and Assistant Clinical Directors Specialists in Special Care Dentistry Salaried Dentists Specialist Trainee Registrars Dental Therapists Senior Dental Nurses / Dental Nurses Service Management Team Receptionists and Administrators Business Team



Clinics in Poole and Dorchester



Clinics in Bridgwater, Taunton, Yeovil and Frome

Offering special care and occasional care for adults and paediatrics, sedation, domiciliaries and general anaesthetics (Dorset County Hospital) Offering special care and occasional care for adults and paediatrics, sedation, domiciliaries, minor oral surgery, urgent care and general anaesthetics (Musgrove Park Hospital and Yeovil District Hospital)



Living in Dorset and Somerset did you know..?

- Over half of the county is designated an Area of Outstanding Natural Beauty, including the spectacular Jurassic Coast – the only natural World Heritage Site in England
- Over 150 miles of coastline with award winning beaches
- Dorset has 364 more hours of sunshine throughout the year compared to the UK average
- Between 83% and 93% of schools in Somerset and Dorset have been rated good or outstanding by Ofsted
- Many beautiful market towns and seasonal cultural events through the counties including the iconic Glastonbury Festival

- Great links to motorways and public transport reaching towns and cities such as Bath, Bristol and Exeter
- Both counties have easy access to international airports such as Bournemouth, Exeter, Bristol and Cardiff
- Fast ferry service linking Poole and Portsmouth with the Channel Islands of Guernsey and Jersey and the Western Channel ports of St Malo and Cherbourg.
- Somerset is home to some of the most iconic food brands in the world including Cheddar and Cider!



Why choose the Primary Care Dental Service?



Consultant and Specialist led service



Experienced clinical supervisors and mentors



Team based working



Mature business structure to support and take on claim and administration duties (no lab bills)



Explore postgraduate training and courses - Special Care Dentistry, Conscious sedation and radiography



Monday-Friday working week, full time equivalent hours of 37.5 per week



Dedicated and highly skilled dental nurse team support

Appointment times range

from 30-90 minutes



Supported CPD days for your GDC portfolio



Clinic opening hours from 08.30 - 17.00



Salaried dentist terms and conditions of employment, including Crown indemnity and PAYE



Variety of work including inhalation sedation, IV, MOS, general anaesthetic and domiciliaries



Typical working day would be 75% patient facing, 25% non-patient facing



Opportunity for Out of Hours bank work



Rising Star and NHS leadership programmes e.g. Edward Jenner and Mary Seacole



Progression and development opportunities from trainee to consultant posts, including Specialist placements



Clear job planning annually and to support any new developments in your practice



Agenda for Change terms of employment for dental nurses, dental therapists and all support team members



Wide range of NHS benefits including relocation, flexible working, pension contributions, market leading annual leave allowance, not to mention Blue Light Card and NHS exclusive discounts.



Today we are looking for

Band B Senior Dentist to join our Dorset team Permanent contract - Salaried Services

We would like to invite you to get in touch with us to discuss how this opportunity will support you and your career. Please see our full job description and person specification as part of the application for these roles through NHS Jobs.

In summary:

- Dentists are a vital and valued part of the work we achieve in community and special care dentistry. You will work amongst other Band A dentists, Band B Senior dentists and Specialist and Consultant dentists. You will be supported in your day to day role by our dental nurses and business administration and reception team colleagues
- All our dentists are important to support clinic work, including domiciliary or residential care settings, hospital work where trained and experienced as well as projects such as epidemiology in local schools
- You will be helping to meet our patients' needs with any additional or extended skills support, for example sedation work and general anaesthetic work in our local hospitals with multidisciplinary team support.

Some of your main responsibilities with our patients will include:

- To provide oral health care for patients (adults and children) with disabilities and Additional Needs including those who are medically compromised.
- To provide comprehensive high quality oral healthcare under local anaesthesia and behaviour management and if competence appropriate also with sedation and general anaesthesia as required. To understand and demonstrate all aspects of pain and anxiety management particularly for patients with Additional Needs.
- To work collaboratively with primary and secondary care dental colleagues and other health and social care agencies to facilitate our patient centred service.
- To maintain up to date knowledge and skills on clinical techniques and their application to patient dental care.
- Recognise and assist with management of medical emergencies within the dental surgery and on domiciliary visits.
- To obtain informed consent to treatment and document in accordance with the Mental Capacity Act 2005 and Trust policies.
- To provide flexibility and assistance to the clinician and team you are working with and those within the service nearby



Opportunities:

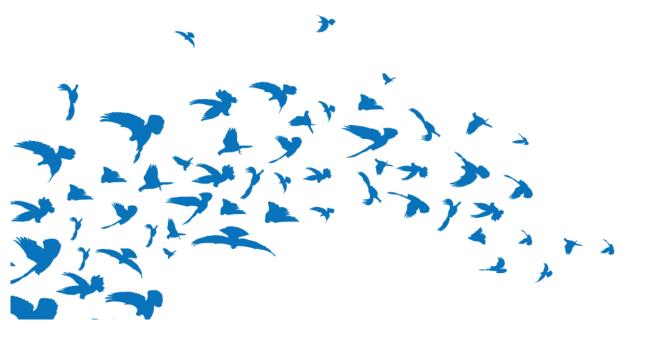
- Wide variety of development opportunities CPD support, training for postgraduate courses, stepping stone to broaden your community and special care dental experiences
- Best Practice Groups throughout the year to meet with service wide colleagues, share learning and updates in practice
- Clinical supervision
- Projects Examples are Epidemiology in schools and clinical audits
- Leadership and succession planning opportunities
- A real focus on your Wellbeing as part of a large supportive organisation.

For further details regarding this position please don't hesitate to contact:

Zillah Morris, Group Service Manager, Dorset and Somerset Mobile 07747 231146 or <u>zillah.morris@somersetft.nhs.uk</u>

Daniel Rawles, Deputy Service Manager Mobile 07867 537507 or <u>daniel.rawles@somersetft.nhs.uk</u>

Erica Boulton, Workforce Development Manager Tel: 07771 396042 or <u>erica.boulton@somersetft.nhs.uk</u>





JO DESCRIPTION

JOB DETAILS

Job Title	Senior Dental Officer					
Band	Band B					
Directorate	Children, Young People and Families					
Department	Primary Care Dental Service					
Base	Poole, Dorset					
Responsible to	Clinical Director / Consultant in Special Care Dentistry					

Job Purpose

This is primarily a clinical post to deliver a combination of special care and paediatric dentistry for referred patients many of whom will have Additional Needs. The role will also incorporate some management responsibilities.

The postholder will have extended knowledge and expertise demonstrated by a postgraduate dental qualification and appropriate experience in Special Care or Paediatric Dentistry.

The post holder will be expected to:

- To work with Special Care and Paediatric dental patients.
- Contribute to the planning, development and day to day operational management of the service.
- Monitor performance activity.



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Duties and Responsibilities

Communication and Key Working Relationships

- Service Users
- Clinical Director/Assistant Clinical Director
- Consultant in Special Care Dentistry
- Service Manager/Deputy Service Manager
- Governance Support Manager
- Specialists in Special Care
- Senior Dental Officers and Dental Officers
- Dental Therapists
- Professional Lead for Dental Nursing
- Dental Nurse Team Lead (Dorset)
- •
- Senior Dental Nurses and Dental Nurses
- Business and Operations team
- Receptionists, Administrators and SPA team
- Anaesthetists and Theatre staff

Planning and Organisation

• To assist in planning and delivery of the Primary Care Dental Service comprising Special Care and Paediatric Dentistry.

Analytics

• Understanding and management of reports pertaining to the service, for example open Course of Treatment (COTs), attendance and patient outcomes

Responsibility for Patient / Client Care, Treatment & Therapy

- To provide oral health care to patients in the Primary Care Dental Service, including priority groups, people with Additional Needs and other patients who would not otherwise be reasonably expected to access NHS General Dental Services.
- To manage and provide dental treatment under general anaesthetic or conscious sedation as appropriate to skills and experience.
- To provide dental services at the clinic base and be flexible to be able to provide treatments in domiciliary settings and if required at other dental clinics or other hospital settings across the service.
- To be involved in providing epidemiology services and dental screening of school children and other priority groups if required by the service.

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- To maintain up to date knowledge and skills on clinical techniques and their application to patient dental care.
- To maintain CPD requirements to ensure maintenance on the General Dental Council Register.
- The Senior Dental Officer is recommended to be a member of a registered Professional Protection Society.

MEDICAL EMERGENCIES

- Recognise and assist with management of medical emergencies within the dental surgery and on domiciliary visits.
- The ability to remain calm, decisive and purposeful whilst handling difficulties/emergencies.
- Comprehensive knowledge of Trust emergency drugs protocol and competence for use in emergency.

Policy, Service, Research & Development Responsibility

- To ensure compliance with all Primary Care Dental Service clinical policies and Standard Operating Procedures, including IRMER, Health and Safety requirements and other legislation or procedures relevant to the safe practice of dentistry for both patients and staff.
- To monitor and update protocols and Standard Operating Procedures in liaison with the Clinical Director, Assistant Clinical Director and other team members, taking into account existing Trust policies.
- To participate in all aspects of clinical governance including patient experience, risks and incidents, audit, quality assurance, clinical supervision and peer review.
- To be responsible for data collection and reports as required for the service.

Responsibility for Finance, Equipment & Other Resources

• There are no financial responsibilities attached to this post.

Responsibility for Supervision, Leadership & Management

- To line manage Dental Officers and Dental Therapists as appropriate.
- To provide Dental Officers and Dental Therapists with clinical supervision and mentoring as appropriate.
- To take a lead role in day to day operations working closely with the Lead Senior Dental Officer for the clinic and other senior colleagues.

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• To provide clinical advice to colleagues as appropriate.

Information Resources & Administrative Duties

- To participate in annual appraisal processes.
- To complete mandatory training in line with Trust Policy.

Any Other Specific Tasks Required

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- To be an active member of the service's Best Practice Groups.
- To meet agreed targets for clinical activity and management tasks.
- Other such duties as may be delegated by senior staff, including representing the service or Trust in internal or external meetings as required.

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Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

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The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.

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Person Specification

Re	quirement	Essential / Desirable	How Assessed
PF	OFESSIONAL REGISTRATION		
•	BDS or equivalent.	E	
•	Full registration with the GDC.	E	
•	NHS performer number for England.	E	
<u>Q</u>	JALIFICATIONS & TRAINING		
•	VT or equivalent.	E	
•	Relevant postgraduate qualification.	E	
•	Further postgraduate qualification in a relevant clinical area.	D	
•	Leadership/management experience and or qualifications.	D	
•	Teaching qualifications.	D	
KN	IOWLEDGE AND EXPERIENCE		
•	Experience of working within primary care.	E	
•	Experience of assessing and treatment planning for children undergoing general anaesthesia.	D	
•	Experience of providing oral healthcare/dental treatment under conscious sedation and general anaesthesia.	D	
•	Experience of managing patients with high treatment needs.	E	
•	Experience of managing patients with dental trauma injuries.	E	
•	Experience of treating patients with additional care needs including disabilities, autistic spectrum disorder, and mental health illness.	Е	
•	Experience of working in a secondary care setting.	E	

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•	Familiarity with GDC regulations.	E	
•	Understanding the aims of the Special Care and Paediatric Dentistry within the Primary Care Dental Service.	E	
•	Understanding of the roles and responsibilities of a Dentist in providing dentistry to priority groups and people with additional needs.	E	
•	Broad clinical experience.	E	
•	Understanding the role of safeguarding and sharing information as appropriate. Ability to undertake	ED	
	appropriate level to role of safeguarding training.	D	
•	Experience of teaching and training.	D	
•	Experience of providing dentistry in domiciliary settings.	D	
•	Experience of fieldwork in dental epidemiology.	D	
•	Experience of presenting to groups.		
•	Experience of chairing meetings.		
<u>Sk</u>	KILLS & ABILITIES		
•	Competent and experienced clinical practitioner with the ability to work without supervision.	E	
•	Safe and effective written and verbal communication skills.	E	
•	Ability to recognise the need to seek advice and support appropriately.	E	
•	Wide range of up to date primary dental care clinical skills.	E	
•	Team working skills.	E	
•	Leadership skills.	E	
•	Excellent time management skills.	E	
•	Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic.	E	





•	Listens to others' views respecting and valuing individual patient needs.	E
•	Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members.	E
•	Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients.	E
•	Ability to recognise and manage challenging situations in a calm and professional manner.	E
•	Able to take instruction and direction and work effectively as part of a team.	E
•	Ability to record and retrieve information on charts/paper and electronic patient records.	E
•	High standards of written communication skills with the ability to use email and internet.	E
•	Ability to undertake Prevention Management of Violence and Aggression/clinical holding training to required level for role.	E
СС	OMMUNICATION SKILLS	
•	Evidence of a good standard of Literacy / English language skills	E
•	Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect.	E
•	Intuitive and caring nature.	E
•	To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion.	E
•	Flexible and adaptable to meet the needs of the patients.	E
•	Sympathetic and considerate towards patients, carers and relatives.	E
•	Ability to inspire hope, support recovery and make a difference.	E





•	Act in a ways that support equality and diversity.	E	
•	Highly professional.	E	
•	Able to maintain confidentiality and deal with difficult and sensitive issues.	E	
•	A completer/finisher with attention to detail.	D	
•	Willingness to be open and share learning opportunities with all members of the dental team.	D	
•	Willingness to put others needs before own.	D	
PL	ANNING & ORGANISING SKILLS		
•	Be able to work on own initiative.	E	
•	Aware of own limitations.	E	
•	Ability to complete work to deadlines	E	
PH	IYSICAL SKILLS		
•	To be able to delivery domiciliary care which may involve working in difficult or cramped conditions.	E	
01	THER		
•	Willingness to use technology to improve standards of care and support to our patients.	E	
•	Must be a car driver with a valid driving licence or have access to transport with appropriate business insurance in order to travel throughout the Trust, to meet the needs of the service.	E	
•	Act in ways that support and promote equality and diversity	E	
รเ	IPPORTING BEHAVIOURS		
	carry out this role successfully the post holder needs to be f ust values.	ully aware of ar	nd adhere to
	Kindness		
	RespectTeamwork		
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SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	Yes		Delivering clinical care in domiciliary settings
Working in physically cramped conditions	Yes		Delivering clinical care in domiciliary settings
Lifting weights, equipment or patients with mechanical aids	Yes		Moving domiciliary dental equipment on wheeled trolleys, assisting the movement of patients in theatre
Lifting or weights / equipment without mechanical aids	Yes		Carrying Medical Emergency Kit on domiciliary visits
Moving patients without mechanical aids		No	
Making repetitive movements	Yes		Operative dentistry and keyboard tasks
Climbing or crawling		No	
Manipulating objects	Yes		Dental instruments and equipment
Manual digging		No	
Running		No	
Standing / sitting with limited scope for movements for long periods of time	Yes		Working in dental surgeries can include sitting for prolonged periods.
Kneeling, crouching, twisting, bending or stretching	Yes		For very short periods to deliver dental care whilst being aware of own posture
Standing / walking for substantial periods of time		No	
Heavy duty cleaning		No	

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Pushing / pulling trolleys or similar	Yes		Transportation and use of domiciliary dental equipment in the community
Working at heights		No	
Restraint ie: jobs requiring training / certification in physical interventions		No	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	Yes		Frequent interruptions to schedules for example prioritisation of urgent care patients, requirement to cover sickness/annual leave in other areas of the service
Carry out formal student / trainee assessments		No	
Carry out clinical / social care interventions	Yes		Daily delivery of clinical dental care and following Trust Safeguarding pathways
Analyse statistics		No	
Operate equipment / machinery	Yes		Daily operation of dental equipment after appropriate training
Give evidence in a court / tribunal / formal hearings	Yes		If required for example case conferences, court reports etc
Attend meetings (describe role)	Yes		Participate in team meetings, Best Practice Groups and other meetings as agreed in job plan
Carry out screening tests / microscope work		No	
Prepare detailed reports	Yes		Reports are sometimes required regarding care given for example court reports, litigation etc
Check documents	Yes		Daily
Drive a vehicle	Yes		As required for clinical dental work in settings outside base
Carry out calculations	Yes		Pharmacy calculations as required





Carry out clinical diagnosis	Yes		Daily
Carry out non-clinical fault finding		No	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	Yes		As required for example prognosis of tooth e.g. multiple extractions, trauma etc
Giving unwelcome news to patients / clients / carers / staff	Yes		As above
Caring for the terminally ill	Yes		Provision of dental care as appropriate
Dealing with difficult situations / circumstances	Yes		Client group includes patients with Additional Need
Designated to provide emotional support to front line staff	Yes		Emotional support for clinic colleagues/team working.
Communicating life changing events	Yes		As required for loss of natural teeth
Dealing with people with challenging behaviour	Yes		Part of daily clinical work
Arriving at the scene of a serious incident	Yes		Medical emergency may occur
Working conditions – does this post involve working in any of the following	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		No	
Excessive temperatures	Yes		Surgeries can become quite warm at times.
Unpleasant smells or odours		No	





Noxious fumes		No	
Excessive noise &/or vibration		No	
Use of VDU more or less continuously		No	Significant VDU use but as part of predominantly clinical role
Unpleasant substances / non household waste	Yes		Clinical materials
Infectious Material / Foul linen	Yes		Clinical role
Body fluids, faeces, vomit	Yes		Clinical role - most likely blood and saliva
Dust / Dirt		No	
Humidity	Yes		
Contaminated equipment or work areas	Yes		In context of clinical role
Driving / being driven in Normal situations	Yes		May be passenger on a domiciliary visit
Driving / being driven in Emergency situations		No	
Fleas or Lice	Yes		Possibly on some patient interactions
Exposure to dangerous chemicals / substances in / not in containers	Yes		COSHH processes in place
Exposure to Aggressive Verbal behaviour	Yes		Clinical role and also includes patients with Additional Needs
Exposure to Aggressive Physical behaviour	Yes		Clinical role and also includes patients with Additional Needs







The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description			

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We'd love to hear from you...



Senior Management Team



If you would like to find out more about us before you apply, we welcome informal visits to meet the teams and see what it would be like to work in community dentistry.

Please feel free to contact any of the team as below and we would be happy to arrange this for you.

Contacts:

Lorna Hollingsworth, Consultant in Special Care Dentistry/Clinical Director – and based at this clinic at DCH 07867 461738 or lorna.hollingsworth@somersetft.nhs.uk

Erica Boulton, Workforce Support Manager 07771 396042 or erica.boulton@somersetft.nhs.uk

Zillah Morris, Service Manager 07741 231146 or zillah.morris@somersetft.nhs.uk



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