

JOB DESCRIPTION

Job Title	Clinical Director - Somerset
Band	Band C
Directorate	Children, Young People and Families
Department	Primary Care Dental Service
Base	Somerset
Responsible for	Clinical Direction for Somerset Community Dental Service
Responsible to	Consultant in Special Care/Service Clinical Director, Line Manager, Service Manager
JD updated	August 2024

JOB PURPOSE

To work alongside the Consultant in Special Care Dentistry(SCD)/Service Clinical Director contributing to the strategic direction of the dental service.

Leadership and Clinical duty split will be discussed in proportion.

Strong operational and clinical leadership responsibility for Somerset and providing support and guidance for Dorset service when required.

The post holder will deliver on the operational management of dental services, providing a high quality service in line with Trust values, suitable and robust governance frameworks, and the achievement of performance targets.

Clinical Line management and supervision responsibilities for Senior Dental Officers, Dental Officers, Dental Therapists group and trainees as appropriate.

Department Core Purpose

An NHS commissioned service which provides dental care for patients referred to the department by general dental practitioners and /or other health and social care professionals for where dental needs cannot be met in general dental services. A number of patients will require ongoing care with the Special Care and Paediatric service although for most patients the aim is to discharge or signpost patients back to general dental services. The service also provides minor oral surgery and out of hours for emergency dental care at weekends.

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Duties and Responsibilities

Communication and Key Working Relationships

- Service users, relatives, carers and families
- Consultant in Special Care Dentistry/Service Clinical Director
- Service Manager/Deputy Service Manager
- Specialists in Special Care
- Senior Dental Officers and Dental Officers
- Dental Therapists
- Professional Lead for Dental Nursing
- Senior Dental Nurses and Dental Nurses
- Business and Operations Team (including Governance and Workforce)
- Receptionists, Administrators and SPA teams
- Anaesthetists and Theatre staff (both internal and external)
- Commissioners and external stakeholders, such as relevant MCNs, LDCs

Planning and Organisation

- To collaborate with the Consultant in SCD/Service Clinical Director in planning and delivering the Primary Care Dental Service in Somerset, and in line with Dorset service delivery.
- To direct Primary Care Dental Service clinical services in designated areas of the county.

Analytics

Responsibility for Patient / Client Care, Treatment & Therapy

- Provide a full range of dental care to patients of the Primary Care Dental Service including priority groups, special need groups and other patients who would not otherwise be able to access emergency or routine care.
- To provide oversight for /leadership emergency care for unregistered patients.
- To assist in co-ordinating dental public health activities which may include epidemiology

Policy, Service, Research & Development Responsibility

- To ensure clinical audit and clinical governance procedures in the Primary Care Dental Service and to respond to national and local requirements.
- To ensure compliance with all Somerset NHS Foundation Trust policies and Primary Care Dental Service clinical protocols, SOPs, PGDs, including IR(ME)R, Health & Safety

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requirements and other legislation or procedures relevant to the safe practice of dentistry for both patients and staff.

- To work with Consultant in SCD/Service Clinical Director in developing new, and updating existing clinical guidance such as protocols SOPs, PGDs
- To ensure compliance with current dental general anaesthesia and sedation guidance.
- Service lead for Radiation Protection.

Responsibility for Finance, Equipment & Other Resources

- Ensure allocated equipment (mobile phone / laptop) is responsibly managed in line with Trust information governance policy.
- As part of the Senior Management Team deliver continuous quality improvement, assisting in the implementation of changes in the light of any identified changes in processes.
- Contribute positively towards the delivery of a cost-effective service, working with Senior Management Team colleagues to ensure the skill mix meets service demands and keep within the agreed budget.
- Contribute to the service requirement to identify annual cost improvement initiatives and actively participate in realising those.

Responsibility for Supervision, Leadership & Management

- To deputise for the Consultant in SCD/ Service Clinical Director in their absence.
- To represent the service at Somerset NHS Foundation Trust and other meetings and chair Primary Care Dental Service meetings as required by the Consultant in SCD/Service Clinical Director.
- To be instrumental in planning and delivering Dentist Best Practice Group meetings in collaboration with the Consultant in SCD/Service Clinical Director.
- To take a county wide lead for some clinical services and training as delegated.
- Dentist's leadership, management, supervision and appraisals.
- Key member of the South West Managed Clinic Networks.
- Clinical responsibility and oversight for Out of Hours service.
- Clinical responsibility and oversight for MOS.

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Information Resources & Administrative Duties

- Analyse, interpret and present data to highlight issues, risks and support decision making.

Any Other Specific Tasks Required

- Other such duties as may be delegated.

Department Organisational Chart



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 to 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 (1998), 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 under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

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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

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.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

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.



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>PROFESSIONAL REGISTRATION</u>		
<ul style="list-style-type: none"> • Full registration with the United Kingdom General Dental Council (GDC). 	E	
<ul style="list-style-type: none"> • Inclusion as a Specialist in Special Care Dentistry or Paediatric dentistry on the GDC register. 	D	
<ul style="list-style-type: none"> • NHS performer number for England. 	E	
<u>QUALIFICATIONS & TRAINING</u>		
<ul style="list-style-type: none"> • BDS or equivalent. 	E	
<ul style="list-style-type: none"> • Relevant Special Care Dentistry or Paediatric Postgraduate qualification. 	D	
<ul style="list-style-type: none"> • Sedation Qualification. 	D	
<ul style="list-style-type: none"> • Leadership/management experience and or qualifications at strategic or service level. 	E	
<ul style="list-style-type: none"> • Teaching qualifications. 	D	
<u>KNOWLEDGE</u>		
<ul style="list-style-type: none"> • Familiarity with GDC regulations. 	E	
<ul style="list-style-type: none"> • Understanding the aims of the Special Care and Paediatric Dentistry Service within Somerset. 	E	
<ul style="list-style-type: none"> • Understanding of the roles and responsibilities of a Dentist in providing dentistry to priority groups and people with additional needs. 	E	
<ul style="list-style-type: none"> • Understanding the role of safeguarding and sharing information as appropriate. Ability to undertake appropriate level to role of Safeguarding training. 	E	



EXPERIENCE

- Experience of working within primary care. E
- Experience of assessing and treatment planning for adults 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. E
- Experience of working in a secondary care setting. E
- Broad clinical experience. E
- Experience of assessing and treatment planning for children undergoing general anaesthesia. D
- Experience of teaching and training and succession planning D
- Experience of providing dentistry in domiciliary settings. D
- Experience of fieldwork in dental epidemiology. D
- Experience of presenting to groups. D
- Experience of chairing meetings. D

SKILLS & ABILITIES

- Competent and experienced clinical practitioner with the ability to work without supervision. E



<ul style="list-style-type: none"> • Safe and effective written and verbal communication skills. 	E	
<ul style="list-style-type: none"> • Ability to recognise the need to seek advice and support appropriately. 	E	
<ul style="list-style-type: none"> • Wide range of up to date Primary Care Dental clinical skills. 	E	
<ul style="list-style-type: none"> • Team working skills. 	E	
<ul style="list-style-type: none"> • Leadership skills. 	E	
<ul style="list-style-type: none"> • Excellent time management skills. 	E	
<ul style="list-style-type: none"> • Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic. 	E	
<ul style="list-style-type: none"> • Listens to others' views respecting and valuing individual patient needs. 	E	
<ul style="list-style-type: none"> • Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members. 	E	
<ul style="list-style-type: none"> • Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients. 	E	
<ul style="list-style-type: none"> • Ability to recognise and manage challenging situations in a calm and professional manner. 	E	
<ul style="list-style-type: none"> • Able to take instruction and direction and work effectively as part of a team. 	E	
<ul style="list-style-type: none"> • Ability to record and retrieve information on charts/paper and electronic patient records. 	E	
<ul style="list-style-type: none"> • High standards of written communication skills with the ability to use email and internet. 	E	
<ul style="list-style-type: none"> • Ability to undertake Prevention Management of Violence and Aggression/clinical holding training to required level for role. 	E	



<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect. • Intuitive and caring nature. • To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion. • Flexible and adaptable to meet the needs of the patients. • Sympathetic and considerate towards patients, carers and relatives. • Ability to inspire hope, support recovery and make a difference. • Act in a way that support equality and diversity. • Highly professional. • Able to maintain confidentiality and deal with difficult and sensitive issues. • Willingness to be open and share learning opportunities with all members of the dental team. • Willingness to put others needs before own. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> • Evidence of a good standard of Literacy / English language skills 	<p>E</p>	
<p>PLANNING & ORGANISING SKILLS</p> <ul style="list-style-type: none"> • Be able to work on own initiative. • Aware of own limitations. • Ability to complete work to deadlines. 	<p>E</p> <p>E</p> <p>E</p>	



<ul style="list-style-type: none"> • A completer/finisher with attention to detail. 	E	
PHYSICAL SKILLS		
<ul style="list-style-type: none"> • See supplementary information. 		
OTHER		
<ul style="list-style-type: none"> • Willingness to use technology to improve standards of care and support to our patients 	E	
SUPPORTING BEHAVIOURS		
<p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p>		
<ul style="list-style-type: none"> • Kindness • Respect • Teamwork 		



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	
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	yes		
Carry out clinical / social care interventions	Yes		Daily delivery of clinical dental care and following Trust Safeguarding pathways.
Analyse statistics	yes		
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 Needs.
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. C



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 is Effective From:			

