

JOB DESCRIPTION

Job Title	Consultant in Special Care Dentistry or Paediatric Dentistry
Band	Consultant - £105,504 - £139,882
Service Group	Children, Young People and Families
Department	Community Dental Service
Base	To be confirmed – clinic base within Somerset or Dorset
Responsible for	Line management responsibility for up to six senior dentists /Specialists
Responsible to	Group Service Manager with professional link to Associate Medical Director for Children, Young People and Families Directorate
JD updated	December 2024

We have used the word Consultant throughout the job purpose. For a Consultant in Special Care Dentistry this would be centred on adults, for a Consultant in Paediatric Dentistry this would be centred on children. We would expect the Consultant to clinically focus on their speciality.

Job Purpose

The post holder will be expected to provide a full range of services including treatment under general anaesthesia and with conscious sedation. This will include patients who have a physical, sensory, intellectual, mental, medical, emotional or social impairment or disability or a combination of these factors.

Providing clinical service leadership to the service in Somerset and/or Dorset, and clinical oversight for the Out of Hours service in Somerset, this role will include management of both adults and children. Whilst all members of the dental team are expected to provide care for patients of all ages, the Consultant will focus on leadership and delivery for the patient group of their speciality.

The Consultant will work in close co-operation with clinical and operational colleagues to ensure high quality patient care and contribute to the planning and development of their speciality across both Somerset and/or Dorset, ensuring that contractual requirements and Trust agreed business plans are adhered to.

The post holder will contribute to a proactive culture of learning and education within the service, supporting training and career grade schemes such as DCT where these are delivered, and promote, lead and participate in clinical audit. They will be a strong role model in the development of clinical supervision for dentists and dental therapists and participate, contribute to and lead appraisals for an agreed group of staff.



Up to 10 PAs are available for this role. A full-time work programme will typically comprise 8 sessions of direct clinical care and 2 sessions of supporting professional activities. A full session is normally between three and four hours duration. The notional split of direct clinical care and supporting professional activities will be subject to Job Plan review and agreement. An example job plan is included below. There will be an expectation that the post holder will be willing to provide direct clinical care and/or supervision in Somerset and/or Dorset.



		Sessions	Hours	Type of work
Monday	AM	Sedation/new and treatment patient clinic	4.0	DCC
	PM	Sedation/new patient and treatment patient clinic	4.0	DCC
Tuesday	AM	New patient and treatment patient clinic	4.0	DCC
	PM	New patient and treatment patient clinic	4.0	DCC
Wednesday	AM	General anaesthetic	4.0	DCC
	PM	Supporting Professional Activities	4.0	SPA
Thursday	AM	New patient and treatment patient clinic	4.0	DCC
	PM	Supporting Professional Activities	4.0	SPA
Friday	AM	Sedation/ treatment patient clinic	4.0	DCC
	PM	Sedation/ treatment patient clinic	4.0	DCC



Duties and Responsibilities

Communication and Key Working Relationships

- Service users
- Clinical Director
- Specialists in Special Care Dentistry
- Service Manager/Deputy Service Manager
- Senior Dental Officers and Dental Officers
- Dental Therapists
- Professional Lead for Dental Nursing
- Senior Dental Nurses and Dental Nurses
- Business and Administration team
- Anaesthetists and theatre staff
- Consultants and Senior Managers across the Trust
- NHS England Specialist Commissioners

Planning and Organisation

- To contribute to planning and delivery of their speciality within Somerset and/or Dorset, leading on key areas agreed as part of job plan.
- To co-operate with the Service Manager, Service Group Director and Medical Director, for the effective and efficient use of resources within the service.
- To meet agreed targets for clinical activity and management tasks.
- To participate in all aspects of clinical governance including audit, quality assurance, clinical supervision and peer review.
- Participate in the appropriate NHSE South West Managed Clinical Networks

Analytics

- To be responsible for data collection and reports as required for the service, and to contribute/lead ongoing quality and service improvements based on the findings.
- To participate in developing outcome measures and benchmarking.

Responsibility for Patient / Client Care, Treatment & Therapy

- To provide oral health care to their speciality patients which will include 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 and conscious sedation as appropriate.
- To receive referrals for advice on difficult dental conditions or management problems from other dental care practitioners both within and outside of the Community Dental Service.



- 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 Dorset and/or Somerset.
- The post holder will be expected to work in close liaison with service management, Specialists in Special Care other Senior Dental Officers and Senior Dental Nurses, and the wider dental team.

Policy, Service, Research & Development Responsibility

- To maintain CPD requirements to ensure maintenance on the Dental Council Specialist Register and to complete mandatory training in line with Trust Policy.
- To maintain up to date knowledge and skills on clinical techniques and their application to patient dental care.
- To attend and actively contribute to senior level Governance and Business meetings.
- To monitor and update protocols and Standard Operating Procedures in liaison with the Group Service Manager and other Senior Dental Officers, taking into account existing Trust policies.
- To ensure Trust Policies and Procedures relating to the dental service are embedded within practice.

Responsibility for Finance, Equipment & Other Resources

- No direct financial responsibility.
- To contribute to effective and efficient use of resources within the service.

Responsibility for Supervision, Leadership & Management

- To provide clinical advice to staff on dental matters, as appropriate.
- To be involved in assurances of achievement with local and national standards and quality indicators including those within the performance framework of the Care Quality Commission.
- To adapt flexibly to changes which occur in the service and assist in implementing such changes, as agreed with the commissioners.
- To take responsibility for identifying risks, and taking action to control them as appropriate to the post
- To line manage other senior dentists as required and to provide clinical supervision and mentoring.
- To participate in annual appraisal processes and to lead or contribute to appraisals for other team members.
- To contribute to the development of the knowledge and evidence base for delivering effective clinical care in their speciality.



- To display behaviours that demonstrate the Trust's values.
- Other such duties as may be delegated by senior staff, including representing the service or Trust in internal or external meetings as required..

External duties:

Consultants may undertake additional duties for organisations which are associated with the NHS but not formally part of it. Some examples include.

- College work and examinations
- National representation on committees and teaching
- Trade union activities
- External lectures

External duties need to fulfil the following criteria:

- Demonstrable benefit to the individual, the Trust or the wider NHS
- Agreed in advance
- No loss of service delivery within the specialty/department unless replacement of this loss is agreed
- Part of appraisal and regular review, with number of days and activities undertaken
- recorded
- External duties will not normally count towards the assessment of additional PAs
- particularly where they replace required Trust clinical work

It is important that before Consultants enter into any new external commitments which would impact on their job plan, that they secure the agreement of their line manager to assess the impact on the service and colleagues

Professional and study leave

Consultants can apply for professional and study leave; statutory and mandatory training must be taken within the leave allocation.

This should be identified in advance and specified in the job plan and reflected in the personal objectives.

Programmed activities (PAs)

A full-time consultant is contracted is for 10 PAs and anything above this is on a temporary basis.

Each job plan should assume that it will be for 10 PAs and anything else is by exception

Research and development

Any research undertaken by a Consultant needs to be approved as part of the Trust's specific R&D policy as well as the job planning process itself.



Research related activity can be taken during Specific Programmed Activities (SPA) time and it is best that it features as agreed SPA in order to ensure that it is substantive research and the costs and funding are properly identified. Research needs to distinguish between grant application.



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 (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

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.



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).

*The professional qualifications and training requirements listed apply to individuals who are currently undertaking training to Consultant level, or have completed specialist training within the last few years. Existing consultants and other individuals, who have gained entry to the specialist list during the mediated entry period, will not be expected to hold all or any of these professional qualifications and might not have followed the established training pathway, which is why the term 'or equivalent' is used.

Requirement	Essential / Desirable	How Assessed
<u>QUALIFICATIONS & TRAINING</u>		
Full current registration with United Kingdom General Dental Council (GDC).	E	
Registration, or eligibility for registration, on the Specialist list in Special Care Dentistry or Paediatric Dentistry of the GDC, or be within 6 months of eligibility for the latter or equivalent*.	E	
A relevant postgraduate qualification appropriate to Special Care Dentistry or Paediatric Dentistry.	E	
Possession of (or eligibility for) a CCST in Special Care Dentistry or Paediatric Dentistry or equivalent.	E	
NHS England Performer Number .	E	
A relevant postgraduate qualification related to Special Care Dentistry or Paediatric Dentistry.	D	
Leadership/management experience and or qualifications.	D	
Evidence of Teaching qualifications or experience of postgraduate clinical education and /or supervision.	D	
<u>KNOWLEDGE</u>		
Familiarity with GDC regulations.	E	
Broad clinical experience.	E	



<p>Understanding the role of safeguarding and sharing information as appropriate.</p> <p>Ability to undertake appropriate level to role of safeguarding training.</p>	<p>E</p> <p>E</p>	
<p><u>EXPERIENCE</u></p> <p>Management of a clinical service or department.</p> <p>Experience of working within primary care.</p> <p>Experience of assessing and treatment with conscious sedation and general anaesthesia.</p> <p>Experience of providing dentistry in domiciliary settings.</p> <p>Experience of managing patients with high treatment and/or complex needs.</p> <p>Experience of working in a secondary care setting.</p> <p>Ability to demonstrate clinical procedures at a specialist level, with an emphasis on Special Care Dentistry or Paediatric Dentistry.</p> <p>Evidence of Continuing Professional Development.</p> <p>Evidence of participation in Quality Improvement.</p> <p>Experience of teaching and training.</p> <p>Experience of fieldwork in dental epidemiology.</p> <p>Experience of teaching at undergraduate and/or postgraduate level.</p> <p>Experience of academic publishing in dentistry, including Special Care Dentistry or Paediatric Dentistry.</p> <p>Experience of presenting to groups.</p> <p>Experience of chairing meetings.</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>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	
<p><u>SKILLS & ABILITIES</u></p> <p>Competent and experienced Special Care or Paediatric clinical practitioner with the ability to work without supervision.</p> <p>Safe and effective written and verbal communication skills.</p>	<p>E</p> <p>E</p>	



Ability to recognise the need to seek advice and support appropriately.	E	
Wide range of up to date primary dental care clinical skills.	E	
Ability to appraise scientific literature critically.	E	
Understanding of clinical risk management and clinical governance.	E	
Leadership skills.	E	
Team working 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	
Ability to recognise and manage challenging situations in a calm and professional manner.	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	
COMMUNICATION SKILLS AND PERSONAL QUALITIES		
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	
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	
Be able to work on own initiative.	E	
Aware of own limitations.	E	
A completer/finisher with attention to detail.	E	
Willingness to be open and share learning opportunities with all members of the dental team.	E	
Willingness to put others needs before own.	E	
Ability to inspire hope, support recovery and make a difference.	E	
PLANNING & ORGANISING SKILLS		
Time management skills	E	
Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients.	E	
Ability to complete work to deadlines.	E	
PHYSICAL SKILLS		
See supplementary information.		
OTHER		
Willingness to use technology to improve standards of care and support to our patients	E	
Full Current Driving licence (preferably clean)	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	
SUPPORTING BEHAVIOURS		



To carry out this role successfully the post holder needs to be aware of and adhere to Trust values:

- 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. Currently (during COVID-19 pandemic) air conditioning cannot be used during Aerosol Generating Procedures (AGPs).
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:			

