

JOB DESCRIPTION

JOB DETAILS

Job Title	Dental Officer
Band	Band A
Directorate	Children, Young People and Families
Department	Primary Care Dental Service
Base	Poole, East Dorset
Responsible to	Senior Dental Officer

Job Purpose

This is a clinical post providing dental care to patients of the Primary Care Dental Service within Dorset. The service provides care for adults and children with varied Special Care/Paediatric Additional Needs or disabilities, including medically compromised patients who require treatment in a specialised setting and anxious children. In addition, it will include outreach care for patients in their own homes, Nursing and Care settings. The post will be based at Poole clinic although there may be on occasion a need to travel to and work from our Dorchester clinic.



Duties and Responsibilities

Communication and Key Working Relationships

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

Planning and Organisation

- To contribute to the effective running of the clinic ensuring a high focus on quality care as well as high efficiency.

Analytics

- To utilise activity reports in managing the caseload so that Courses of Treatment are completed in a timely way and patients on the core caseload are invited for regular review appointments.
- To participate in clinical audit and be proactive in implementing recommendations from audits completed.

Responsibility for Patient / Client Care, Treatment & Therapy

- To provide oral health care for adults and children with disabilities and Additional Needs including those who are medically compromised. Duties include provision of a full range of NHS oral health care to patients of the Somerset Primary Care Dental Service.
- 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.
- To maintain up to date knowledge and skills on clinical techniques and their application to patient dental care.



- To provide clinical advice to staff on dental matters as appropriate.
- To undertake other appropriate dental work, which is properly assigned, and may involve duties away from the base and surrounding area.
- To maintain close working relationships with other disciplines as related to these duties.
- To link with other health and social care agencies to facilitate patient-centred service.
- Recognise and assist with management of medical emergencies within the dental surgery and on domiciliary visits.
- To have a comprehensive knowledge of Trust emergency drugs protocol and competence for use in medical emergencies.
- To obtain informed consent to treatment and document in accordance with the Mental Capacity Act 2005 and Trust policies.
- To be fully cognisant of Trust Safeguarding procedures and to ensure that safeguarding is well embedded in practice.

Policy, Service, Research & Development Responsibility

- To comply with all the Primary Care Dental Service clinical policies, including IRMER, Health & Safety requirements, Infection Control, Data Protection and other legislation or procedures relevant to the safe practice of dentistry for both patients and staff.
- To comply with locally developed Standard Operating Procedures for the Primary Care Dental Service.
- To be involved with the monitoring and updating of policy, taking account of existing Trust policies and liaising with the Service Manager, Deputy Service Manager, Consultant in Special Care Dentistry, Clinical Director, Assistant Clinical Director, Specialists and Senior Dental Officers.
- To undertake training as required by the Trust and as needed to maintain standards of clinical practice and as required to ensuring continuing registration with the General Dental Council.
- To take part in all aspects of clinical governance, including GDC lifelong learning, peer review and clinical supervision. The post holder will be expected to take part in clinical audit and encouraged to participate in research.

Responsibility for Finance, Equipment & Other Resources

- To ensure appropriate use of equipment in the clinic, having completed Medical Device training for individual devices.
- To ensure the appropriate use of Trust resources, being mindful of the cost of consumable items.



Responsibility for Supervision, Leadership & Management

- To proactively participate in management and Clinical Supervision
- To proactively participate in Dental Best Practice meetings
- To actively contribute to team and other Trust meetings
- To uphold Trust values ensuring a civil and compassionate approach to team working

Information Resources & Administrative Duties

- To participate in regular staff meetings and training sessions organised within the Primary Care Dental Service.

Any Other Specific Tasks Required

- The Dental Officer is recommended to be a member of a registered Professional Protection Society.
- To be an active member of the service's Best Practice Groups.



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

Requirement	Essential / Desirable	How Assessed
<u>PROFESSIONAL REGISTRATION</u>		
<ul style="list-style-type: none"> • BDS or equivalent. • Full registration with the GDC. • To be on NHS England's National Primary Care Performers List. 	E E E	
<u>QUALIFICATIONS & TRAINING</u>		
<ul style="list-style-type: none"> • Vocational training or equivalent. • Postgraduate Clinical Qualifications 	E D	
<u>KNOWLEDGE</u>		
<ul style="list-style-type: none"> • Familiarity with GDC guidelines. 	E	
<u>EXPERIENCE</u>		
<ul style="list-style-type: none"> • Experience of working within Primary Dental Care and/or Primary Care Dental Service and/or General Dental Services. • Experience of sedation. • Experience of general anaesthesia. • Experience of working in Secondary Care • Broad clinical experience. 	E D D D D	
<u>SKILLS & ABILITIES</u>		
<ul style="list-style-type: none"> • Excellent interpersonal skills. • Aware of clinical limitations. • Understanding of clinical governance. • Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with staff, patients, carers and relatives (as appropriate) remaining sensitive and empathetic. 	E E E E	



<ul style="list-style-type: none"> • Listens to others' views respecting and valuing individual needs. • Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues. • Excellent organisational skills, ability to manage own time and plan timed activities. • Ability to recognise and manage challenging situations in a calm and professional manner. • Able to take instruction and direction and work effectively as part of a team. • Ability to record and retrieve information on paper/electronic records as appropriate. • Understanding of the aims of PCDS. • Experience of R4 Dental Software. • Experience of audit and peer review. 	<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>COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> • Evidence of a good standard of Literacy / English language skills • High standards of written communication skills with the ability to use email and internet. • To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion. • Able to maintain confidentiality and deal with difficult and sensitive issues. • Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect. • Willingness to adapt to change and be flexible. • Remaining calm when under pressure. • Ability and desire to work effectively as part of a team. 	<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>	



<ul style="list-style-type: none"> • Intuitive and caring nature. • Flexible and adaptable to meet the needs of the patients. 	E	
<p>PLANNING & ORGANISING SKILLS</p> <ul style="list-style-type: none"> • Be able to work on own initiative. • A completer/finisher with attention to detail. 	E E	
<p>OTHER</p> <ul style="list-style-type: none"> • Willingness to use technology to improve standards of care and support to our patients • 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 E	
<p>SUPPORTING BEHAVIOURS</p> <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		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 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.
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:			

