

JOB DESCRIPTION

Job Title	Senior Dental Officer
Band	Band B
Directorate	Families Directorate
Department	Primary Care Dental Service
Base	Somerset – clinic to be confirmed
Responsible to	Assistant Clinical Director

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.
- Assist and deputise for the Assistant Clinical Director as required.

Date of Job Description: August 2022

Duties and Responsibilities

Communication and Key Working Relationships

- Service Users
- Clinical Director/Assistant Clinical Director
- Consultants in Special Care Dentistry
- Service Manager/Deputy Service Manager
- Governance Support Manager
- Specialists in Special Care and Paediatric Dentistry
- Senior Dental Officers and Dental Officers
- Dental Therapists
- Professional Lead for Dental Nursing
- Dental Nurse Team Lead (Dorset)
- Safeguarding Professional - Dental
- 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 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.

- 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.

- 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

- 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.

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.

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
<p><u>BEHAVIOURS ALIGNED WITH TRUST VALUES</u></p> <ul style="list-style-type: none"> • Outstanding care • Listening and leading • Working together 	<p>E E E</p>	<p>Interview & Application form</p>
<p><u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u></p> <ul style="list-style-type: none"> • BDS or equivalent. • Full registration with the GDC. • VT or equivalent. • Relevant postgraduate qualification. • NHS performer number for England. • Further postgraduate qualification in a relevant clinical area. • Leadership/management experience and or qualifications. • Teaching qualifications. 	<p>E E E E E D D D</p>	
<p><u>KNOWLEDGE AND EXPERIENCE</u></p>		
<ul style="list-style-type: none"> • Experience of working within primary care. • Experience of assessing and treatment planning for children undergoing general anaesthesia. • Experience of providing oral healthcare/dental treatment under conscious sedation and general anaesthesia. • Experience of managing patients with high treatment needs. • Experience of managing patients with dental trauma injuries. 	<p>E D D E E</p>	

<ul style="list-style-type: none"> • Experience of treating patients with additional care needs including disabilities, autistic spectrum disorder, and mental health illness. • Experience of working in a secondary care setting. • Familiarity with GDC regulations. • Understanding the aims of the Special Care and Paediatric Dentistry within the Primary Care Dental Service. • Understanding of the roles and responsibilities of a Dentist in providing dentistry to priority groups and people with additional needs. • Broad clinical experience. • Understanding the role of safeguarding and sharing information as appropriate. Ability to undertake appropriate level to role of safeguarding training. • Experience of teaching and training. • Experience of providing dentistry in domiciliary settings. • Experience of fieldwork in dental epidemiology. • Experience of presenting to groups. • Experience of chairing meetings. 	<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><u>SKILLS & ABILITIES</u></p> <ul style="list-style-type: none"> • Competent and experienced clinical practitioner with the ability to work without supervision. • Safe and effective written and verbal communication skills. • Ability to recognise the need to seek advice and support appropriately. • Wide range of up to date primary dental care clinical skills. • Team working skills. • Leadership skills. • Excellent time management skills. 	<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"> • Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic. • Listens to others' views respecting and valuing individual patient needs. • Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members. • Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients. • 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 charts/paper and electronic patient records. • High standards of written communication skills with the ability to use email and internet. • Ability to undertake Prevention Management of Violence and Aggression/clinical holding training to required level for role. 	<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 • 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. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

<ul style="list-style-type: none"> • Ability to inspire hope, support recovery and make a difference. • Act in a ways that support equality and diversity. • Highly professional. • Able to maintain confidentiality and deal with difficult and sensitive issues. • A completer/finisher with attention to detail. • Willingness to be open and share learning opportunities with all members of the dental team. • Willingness to put others needs before own. 	E E E D D D	
<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 	E E E	
<p>PHYSICAL SKILLS</p> <ul style="list-style-type: none"> • To be able to delivery domiciliary care which may involve working in difficult or cramped conditions. 	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. • Act in ways that support and promote equality and diversity 	E 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/standards and reflect these as their behaviours:</p> <p><u>Outstanding Care</u></p> <ul style="list-style-type: none"> • We treat everyone with dignity, kindness and respect. • We involve patients, relatives, carers and colleagues in decision-making. 		

- I ensure that my actions contribute to outstanding care regardless of my role.
- I admit mistakes, apologise and learn from them.
- I champion the health, safety and wellbeing of patients, relatives, carers and colleagues.
- I speak up when others cannot.

Listening and Leading

- I lead with empathy, taking responsibility for how my emotions and actions affect others.
- I inspire others to embrace change, encouraging them to see their part in the bigger picture.
- I strive to be the best I can be.
- I value the opinions and contributions of colleagues, patients and others.
- I encourage innovation and am open to new ideas.
- I listen with interest and take action if I am able.

Working Together

- I collaborate with others to achieve shared goals.
- I communicate clearly and appropriately.
- We work together to overcome challenges.
- I ask for help and always assist those in need.
- I thank colleagues for their contributions and celebrate shared successes.
- I use resources effectively, treating every £ as if it were my own.

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 /	Yes		Client group includes patients with Additional Need

circumstances			
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
---	-----	--	--

Department Organisational Chart



Department Core Purpose

The Primary Care Dental Service provides special care and paediatric dentistry for referred patients in Somerset and Dorset.

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:			