

JOB DESCRIPTION

Job Title	Dental Therapist
Band	Band 6
Directorate	Families Directorate
Department	Primary Care Dental Service
Base	Dorset – to be confirmed
Responsible for	N/A
Responsible to	Assistant Clinical Director

Job purpose

This is a clinical post providing dental care within the professional scope of practice for Dental Therapists, 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 primarily based at either our Special Care Dentistry Department at Dorset County Hospital, or our new, purpose built clinic in Poole, although some travel between clinics may be required to meet patient needs.

Date of Job Description: May 2024.

Duties and Responsibilities

Communication and Key Working Relationships

- To work collaboratively with primary care dental colleagues.

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, who are patients of the Primary Care Dental Service. Duties include provision of the range of oral health procedures within the professional scope of practice for Dental Therapists as outlined by the General Dental Council.
- To provide comprehensive high quality oral healthcare under local anaesthesia and behaviour management and if competence appropriate also with inhalational sedation as required. To understand and demonstrate all aspects of pain and anxiety management particularly for patients with additional needs.
- 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.

- **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 comply with all the Primary Care Dental Service clinical policies, including IRMER, Health & Safety requirements, Data Protection and other legislation or procedures relevant to the safe practice of dentistry for both patients and staff.

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

- 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 as a Dental Therapist.
- 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.
- To work with the local dental epidemiology team in data collection for national dental epidemiology programmes 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 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.

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"> • Diploma or Degree in Dental Therapy. • Full GDC Registration. 	<p>E E</p>	
<p><u>KNOWLEDGE</u></p> <ul style="list-style-type: none"> • Familiarity with GDC guidelines. 	<p>E</p>	
<p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> • Experience in carrying out clinical dental treatment within scope of practice. • Experience with the anxious patient, those with additional needs and patients with challenging behaviour. 	<p>E D</p>	
<p><u>SKILLS & ABILITIES</u></p> <ul style="list-style-type: none"> • Excellent interpersonal skills. • Aware of clinical limitations. • Understanding of clinical governance. • 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. 	<p>E E E E E E</p>	

<ul style="list-style-type: none"> • 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. • Familiar with the concepts of health promotion. • Experience in community based oral health promotion projects • Understanding of the aims of the Primary Care Dental Service. • Experience of R4 Dental Software. • Experience of audit and peer review. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	
<p>COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> • High standards of written communication skills with the ability to use email and internet. • Compassionate - exceptional interpersonal skills with the ability to communicate effectively with staff, patients, carers and relatives (as appropriate) remaining sensitive and empathetic. • 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 • Able to maintain confidentiality and deal with difficult and sensitive issues 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<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. 	<p>E</p> <p>E</p>	

<p>OTHER</p> <ul style="list-style-type: none"> • Willingness to adapt to change and be flexible. • Remaining calm when under pressure. • Ability and desire to work effectively as part of a team. • Flexible and adaptable to meet the needs of the patients. • 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. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

SUPPORTING BEHAVIOURS

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:

Outstanding Care:

- 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 / 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

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:			