

## JOB DESCRIPTION

<b>Job Title</b>	Specialist - Paediatric Dentistry or Special Care Dentistry
<b>Band</b>	Band C
<b>Directorate</b>	Children, Young People and Families
<b>Department</b>	Primary Care Dental Service
<b>Base</b>	Dorset wide
<b>Responsible for</b>	Some line management of dentists
<b>Responsible to</b>	Clinical Director
<b>JD updated</b>	September 2024

### Department Core Purpose

We are a primary care, community dentistry service providing patient care across the populations of Dorset and Somerset, clinically led by a Consultant in Special Care Dentistry. The post holder would be joining an experienced team whilst supporting and encouraging those new in their dentistry career. We provide general anaesthesia at Musgrove Park Hospital and Yeovil District Hospital in Somerset and within Dorset County Hospital in Dorset, as well as providing inhalation sedation in the majority of our clinics. Representatives from our service participate in the Paediatric and Special Care Managed Clinical Networks for the South West and liaise with other stakeholders such as local dental committees.

Within our service we have a framework of clinical supervision, which the post holder would be expected to support and expand upon. We have supported the training of several Specialist Trainee Registrars as part of our teams and many of our dental nurse team have additional skills and post registration qualifications inclusive of conscious sedation and dental radiography. We are accredited to provide in-service inhalation sedation training. Our clinicians include dental therapists and our ambition in the future is to develop and support a further pool of therapists across the service.

### Job Purpose

The primary focus of this role is to support the clinical leadership framework across the service and is an exciting opportunity for someone to significantly contribute to the service. This is a primarily a clinical post with some management responsibilities.

By utilising their Specialist clinical skills and knowledge, the post holder will be supporting and working with their senior service colleagues and the wider dental team to provide safe, effective and quality care within our primary care, community dental service.

The post holder will be expected to be flexible in providing direct patient care across more than one site.



## Duties and Responsibilities

### Communication and Key Working Relationships

- Service users
- Consultant in Special Care Dentistry/Clinical Director
- Clinical Director - Somerset
- 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
- Receptionists, Administrators and SPA team
- Anaesthetists and Theatre staff

### Planning and Organisation

- To assist in planning and delivering of the paediatric or special care dentistry across Dorset.

### Responsibility for Patient / Client Care, Treatment & Therapy

- To provide clinical leadership as a Specialist in paediatric or special care dentistry, supporting a multi-disciplinary dental team in the community dental setting in Dorset.
- To work flexibly in the service provision of paediatric or special care dentistry as required.
- To manage and provide dental treatment under general anaesthetic and conscious sedation (basic and advanced techniques) as appropriate, and manage dental trauma as appropriate.
- To meet agreed targets for clinical activity and management tasks.
- To maintain CPD requirements to ensure maintenance on the General Dental Council Register as a Specialist in Paediatric Dentistry or Special Care Dentistry.

### Policy, Service, Research & Development Responsibility

- To be an active member of the Service Business and Operation Groups, Best Practice Groups and the speciality relevant South West Managed Clinical Networks.
- To lead and participate in service quality improvement projects as required.
- 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 and other Specialists and Senior Dental Officers, taking into account existing Trust policies.
- To participate in all aspects of clinical governance including 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**

- To responsibly use Trust resources.

#### **Responsibility for Supervision, Leadership & Management**

- To support the management in the day to day operations and staff of clinics.
- To provide clinical leadership and support to the dental team across Dorset.
- To provide clinical supervision and mentoring.
- Line management as appropriate.

#### **Information Resources & Administrative Duties**

- The post holder may be requested to lead and/or undertake additional responsibilities, including representing the service or Trust in internal or external meetings as required.
- To complete annual appraisal processes and mandatory training in line with Trust Policy.

#### **Any Other Specific Tasks Required**

- The Post Holder is recommended to be a member of a registered Professional Protection Society.



## **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
<b><u>PROFESSIONAL REGISTRATION</u></b>		
<ul style="list-style-type: none"> <li>• Full registration with the United Kingdom General Dental Council (GDC) .</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Inclusion as a Specialist in Paediatric Dentistry or Special Care Dentistry on the GDC register.</li> </ul>	E	
<b><u>QUALIFICATIONS &amp; TRAINING</u></b>		
<ul style="list-style-type: none"> <li>• BDS or equivalent.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• NHS performer number for England.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Relevant Paediatric Dentistry or Special Care Dentistry Postgraduate qualification.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Sedation Qualification.</li> </ul>	D	
<ul style="list-style-type: none"> <li>• Leadership/management experience and or qualifications.</li> </ul>	D	
<ul style="list-style-type: none"> <li>• Teaching qualifications.</li> </ul>	D	
<b><u>KNOWLEDGE</u></b>		
<ul style="list-style-type: none"> <li>• Familiarity with GDC regulations.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Understanding the aims of the Special Care and Paediatric Dentistry Service within Somerset NHS Foundation Trust.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Understanding of the roles and responsibilities of a Dentist in providing dentistry to children, young people and adults, with additional needs relevant to speciality.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Understanding the role of safeguarding and sharing information as appropriate. Ability to undertake appropriate level to role of safeguarding training.</li> </ul>	E	
<b><u>EXPERIENCE – with relevance to Paediatric Dentistry or Special Care Dentistry</u></b>		
<ul style="list-style-type: none"> <li>• Experience of working within primary care.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Experience of assessing and treatment planning for adults and children undergoing general anaesthesia</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Experience of providing oral healthcare/dental treatment under conscious sedation and general anaesthesia.</li> </ul>	E	



<ul style="list-style-type: none"> <li>• Experience of managing patients with high treatment needs.</li> <li>• Experience of managing patients with dental trauma injuries.</li> <li>• Experience of treating patients with additional care needs including disabilities, autistic spectrum disorder, and mental health illness.</li> <li>• Experience of working in a secondary care setting.</li> <li>• Broad clinical experience.</li> <li>• Experience of assessing and treatment planning for children undergoing general anaesthesia.</li> <li>• Experience of teaching and training.</li> <li>• Experience of providing dentistry in domiciliary settings.</li> <li>• Experience of fieldwork in dental epidemiology.</li> <li>• Experience of presenting to groups.</li> <li>• Experience of chairing meetings.</li> </ul>	<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>D</p>	
<p><b><u>SKILLS &amp; ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Competent and experienced clinical practitioner with the ability to work without supervision. Clinical competencies for specialist dentists (clinical) are determined by the Royal Colleges and accepted by the General Dental Council.</li> <li>• Safe and effective written and verbal communication skills.</li> <li>• Ability to recognise the need to seek advice and support appropriately.</li> <li>• Wide range of up to date primary dental care clinical skills.</li> <li>• Team working skills.</li> <li>• Leadership skills.</li> <li>• Excellent time management skills.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	





<ul style="list-style-type: none"> <li>• Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic.</li> <li>• Listens to others' views respecting and valuing individual patient needs.</li> <li>• Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members.</li> <li>• Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients.</li> <li>• Ability to recognise and manage challenging situations in a calm and professional manner.</li> <li>• Able to take instruction and direction and work effectively as part of a team.</li> <li>• Ability to record and retrieve information on charts/paper and electronic patient records.</li> <li>• High standards of written communication skills with the ability to use email and internet.</li> <li>• Ability to undertake Prevention Management of Violence and Aggression.</li> <li>• Clinical holding training at the required level for role.</li> </ul>	<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><b>COMMUNICATION SKILLS</b></p> <ul style="list-style-type: none"> <li>• Evidence of a good standard of Literacy / English language skills</li> </ul>	<p>E</p>	
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect.</li> <li>• Intuitive and caring nature.</li> <li>• To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion.</li> <li>• Flexible and adaptable to meet the needs of the patients.</li> <li>• Sympathetic and considerate towards patients, carers and relatives.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	



<ul style="list-style-type: none"> <li>• Ability to inspire hope, support recovery and make a difference.</li> <li>• Act in a ways that support equality and diversity.</li> <li>• Highly professional.</li> <li>• Able to maintain confidentiality and deal with difficult and sensitive issues.</li> <li>• Willingness to be open and share learning opportunities with all members of the dental team.</li> <li>• Willingness to put others needs before own.</li> <li>• Willingness to use technology to improve standards of care and support to our patients</li> </ul>	E  E  E  E  E  E	
<p><b>PLANNING &amp; ORGANISING SKILLS</b></p> <ul style="list-style-type: none"> <li>• Be able to work on own initiative.</li> <li>• Aware of own limitations.</li> <li>• Ability to complete work to deadlines.</li> <li>• A completer/finisher with attention to detail.</li> </ul>	E  E  E  E	
<p><b>PHYSICAL SKILLS</b></p> <p>See supplementary information</p>		
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Willingness to use technology to improve standards of care and support to our patients.</li> <li>• 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.</li> <li>• Act in ways that support and promote equality and diversity</li> </ul>	E  E  E	
<p><b>SUPPORTING BEHAVIOURS</b></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"> <li>• Kindness</li> <li>• Respect</li> <li>• Teamwork</li> </ul>		



**JOB PLAN EXAMPLE (to be agreed with Clinical Director/Service Manager in line with speciality)**

		<b>Sessions</b>	<b>Hours</b>	<b>Type of work</b>
<b>Monday</b>	AM	Sedation/new and treatment patient clinic	3.75	DCC
	PM	Sedation/new patient and treatment patient clinic	3.75	DCC
<b>Tuesday</b>	AM	New patient and treatment patient clinic	3.75	DCC
	PM	New patient and treatment patient clinic	3.75	DCC
<b>Wednesday</b>	AM	General anaesthetic	3.75	DCC
	PM	Supporting Professional Activities	3.75	SPA
<b>Thursday</b>	AM	New patient and treatment patient clinic	3.75	DCC
	PM	Supporting Professional Activities	3.75	SPA
<b>Friday</b>	AM	Sedation/ treatment patient clinic	3.75	DCC
	PM	Sedation/ treatment patient clinic	3.75	DCC



## 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	Yes		During clinical, domiciliary or theatre sessions.
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	Yes		Clinical Holding.
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
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	
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
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.
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		No	
Excessive temperatures		No	
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		No	
Contaminated equipment or work areas	Yes		In context of clinical role.
Driving / being driven in <b>Normal</b> situations	Yes		May be passenger on a domiciliary visit.
Driving / being driven in <b>Emergency</b> 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:			

