

## JOB DESCRIPTION

### JOB DETAILS

**Job title:** Senior Dental Officer  
**Job code:**  
**Band:** B  
**Location:** TBC - Countywide locations  
**Accountable to:** Clinical Director – Community Dental Service

### JOB PURPOSE

- The post holder will be expected to provide comprehensive clinical care to adult and paediatric patients whose additional needs, medical status, or complexity of care prevent them from obtaining care within the General Dental Service. The post holder is also expected to provide emergency clinical care for patients.
- To take a lead role as senior clinician for developing services as agreed with the Clinical Director, to support service responsibility in delivering essential standards of quality and safety that meet the requirements of the Care Quality Commission.
- To contribute to the work of the Senior Leadership Team for the Community Dental Service, taking a role in development of the strategy and operational objectives of the service.

### DIMENSIONS

#### Key Relationships:

- Clinical Director
- Dental Service Manager
- Other Senior Dental Officers
- Dental Officers
- Dental Therapists
- Dental Nurse Managers
- Dental Nurses
- Administration Team
- Team Receptionists
- Patients, Parents and Carers
- General Dental Practitioners
- Local safeguarding teams
- GP's, health professionals and other primary care providers
- Special Schools

## CORE KEY RESPONSIBILITIES

### Management

- Line Management responsibility for Band A, Dental Officers, as agreed with the Clinical Director, including induction, training, mentoring and appraisal.
- Ensure competency framework component of the dental contract is appropriately implemented and effectively monitored to ensure consistent, high quality clinical care is provided.
- Line Management responsibility for Dental Therapists if required.
- Adapt flexibly to changes which occur in the service and assist in implementing such changes, as agreed with the commissioners.
- Participate in clinical governance within the service.
- Participate in the recruitment and selection of Dentists and Dental Care Professionals.
- Epidemiology – support the lead for Epidemiology as necessary.
- To oversee and manage, with assistance of Lead Nurse, locality dental clinics.
- Contribute to day to day management of Dental Nurses if required.
- Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act, and the policies of Gloucestershire Health and Care NHS Foundation Trust.
- Carry out administration associated with clinical duties including completion of appropriate NHS forms.
- Participate in organising clinical training programmes and delivering training and support to the dental team as required.
- As part of the Senior Management Team, to work closely with the Clinical Director, Clinical Specialist, Senior Dental Officers and Senior Dental Nurses to plan appropriate services for population of Gloucestershire.

### Clinical

- Provide a full range of high quality oral health care for children and adults whose special needs have prevented them from accessing dental care through the General Dental Service. This would include providing care in a variety of settings, such as clinics, hospitals and domiciliary basis, being adaptable to the different situations and working environments.
- Provision of urgent care to patients who access dental care within Community Dental Service
- Provision of treatment under General Anaesthetic in a hospital Day Case Unit, and conscious sedation within the clinic.
- Carry out epidemiology studies, including needs assessments if required.

- Assist in the development of oral health promotion activities involving children and other vulnerable groups.
- Liaise and develop close links with hospital consultants, other health colleagues and colleagues working with other agencies in identifying and providing care for people with special needs.
- Provision of professional advice and support to other health care professionals.
- Work alongside junior colleagues providing support and clinical training.
- Take the lead on clinical audit and peer review activities, and participate in clinical governance.
- Take part in the annual appraisal scheme including working towards a personal development plan.
- To be aware of and apply the trust policies and procedures within the scope of delegated responsibility.
- Take responsibility for identifying risks, and taking action to control them as appropriate to the post.

## **Professionalism**

- Demonstrate a professional clinical approach, to include participation in peer review, audit and appropriate Continuing Professional Development relevant to the requirements of the service and professional registration.
- Post holder must comply with standards for dental professionals as required by GDC.
- It is a requirement that the post holder takes part in the annual appraisal scheme and maintains the clinical and other competencies required for a Band B dentist, these will be evidenced in a Personal Portfolio. The appraisal process includes working towards a personal development plan.
- Behaves in a professional way towards the clinical team and peers, and understands own responsibilities with regards to issues such as poor or under performance.
- Maintain professional knowledge and awareness of current dental issues and guidance. This will include liaising with other Specialist Practitioners within the South West.

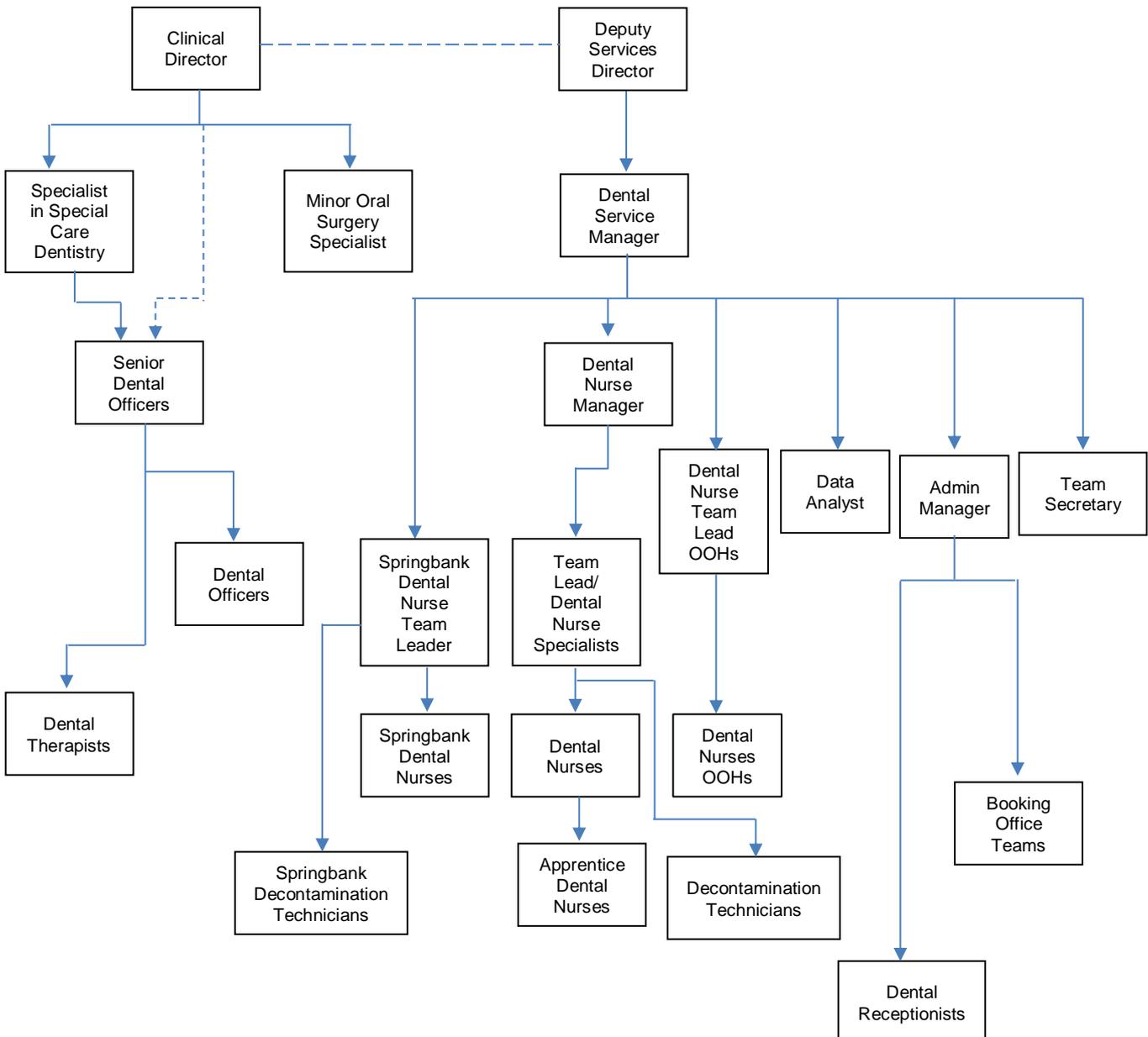
## **Additional Information**

- The post will involve regular travel between clinics across Gloucestershire and attendance at meetings at Gloucestershire Health and Care NHS Foundation Trust Headquarters, Brockworth.
- This is not an exhaustive list and, is subject to regular review, in order to meet the changing needs and requirements of the service.

## SPECIFIC KEY RESPONSIBILITIES

- Provide strong, individual and professional leadership through a visionary, motivational and problem solving approach. Prepare others for change through effective personal and professional development.
- As a member of the Senior Management Team, actively participate in the strategic development, operational implementation and running of the service.
- Support and work in line with the vision and values of Gloucestershire Health and Care NHS FT Community Dental Service.

## ORGANISATIONAL CHART



## COMMUNICATIONS AND WORKING RELATIONSHIPS

- Communicate effectively with the Senior Management Team to ensure the strategic vision for the Service is developed and taken forward in line with commissioning specifications for service, including Special Care Dentistry, Paediatric Dentistry, Sedation, Unscheduled Dental Care and Public Health Functions.
- Communicate effectively with service users and their families and carers, on individual clinical issues.
- Communicate with all members of the clinical team and peers in an appropriate way.
- Liaison with stakeholders and referrers - including other health care professions, GDS and Hospital services where appropriate.

## EFFORT AND HEALTH & SAFETY FACTORS

- The ability to work for long periods standing or sitting.
- The ability to adapt to work in service users home environment if required which can involve working in cramped conditions.
- Use of reasonable adjustments to deliver specialist dental care.
- Use of specialist equipment e.g. Wheelchair tipper, bariatric chair.
- Travelling countywide to deliver domiciliary care as required.

## MOST CHALLENGING PART OF THE JOB

- Working with Clinical Director and Senior Leadership Team to ensure deliverance of the strategic vision within the defined financial framework to achieve financial balance.
- Sustained mental effort regularly required to manage personnel and day to day operational issues.
- Maintaining an effective service within a constantly changing political and funding environment.
- Being responsive to unanticipated events and proactively managing them.
- Providing quality services within national frameworks.
- Able to adapt to deliver high quality, patient centred dental care appropriate to the complexity of the service user's needs.
- To regularly and actively support, influence and enable the achievement of positive resolutions of difficult situations affecting employees such as ill-health, grievances and disputes, redundancy and disciplinary where people may be distressed, angry or confrontational and can sometimes have an entrenched position. This may include participation on Disciplinary and Grievance panels.

- Dealing with complaints/issues concerning service users and carers who may be emotionally distressed, hostile or aggressive.
- Delivering change and embedding new, innovative and sometimes radically different ways of tackling complex health and social care service delivery issues, within the current challenging financial context. These will entail involvement and commitment from a wide range of stakeholders.
- Nurturing and enabling continuous improvement culture that is supportive of sustainable new models of working and inclusive of clinicians, managers, workforce and the wider community.

## GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

### Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

### General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by Clinical Director or other senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

### Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

### Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

## **Health and Safety**

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

## **Confidentiality**

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

## **Safeguarding: Adults and Children (Section 11 of the Children Act 2004)**

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

## **Freedom of Information**

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

## **Working on Non-Trust Premises**

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

## **Smoke Free Premises**

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

## **Diversity and Promoting Dignity at Work**

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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### **Physical Intervention Descriptors**

#### **Working Well Pre-employment Assessment**

**Breakaway** – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

**Positive Behaviour Management (PBM)** – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.

**Prevention and Management of Violence and Aggression (PMVA)** – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.