

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Dental Officer</b>
<b>BAND:</b>	<b>A</b>
<b>REPORTS TO:</b>	<b>Consultant in Adult Special Care</b>
<b>RESPONSIBLE TO:</b>	<b>Medical Director</b>
<b>LOCATION:</b>	<b>Various CDS Clinics Hull and East Riding</b>

### JOB PURPOSE

The post-holder will be expected to provide care which requires the application of sound ethical and professional principles in a more complex clinical, physical, social, or intellectual context for all the priority and vulnerable groups who meet the referral criteria for the CHCP Community Dental Service.

The role includes the assessment of patients, treatment planning, carrying out the plan and discharging back to their own practitioners at the end of treatment.

### DUTIES & RESPONSIBILITIES

#### Communication

The post-holder must:

- Provide and receive and interpret complex/sensitive written and verbal information.
- Communicate effectively with patients/carers in complex and difficult situations, demonstrating active listening skills, provide time to consider information and take their individual views and communication needs into account.
- Treat patients as individuals, taking their specific communication needs and preferences into account where possible and respect any cultural values and differences.
- Recognise and promote patients' rights to and responsibilities for making decisions about their health priorities and care, ensuring 'best interest meetings' have taken place where the patient is unable to give consent.
- Encourage patients/carers to ask questions about their treatment options or any aspect of their treatment, providing full and honest answers to any questions patients have about their options or treatment.
- Give patients/carers the information they need, in a way they can understand, so that they can make informed decisions, making sure that patients have enough information and enough time to ask questions and decide.
- Recognise patients' communication difficulties and try to meet the patients' particular communication needs, using an interpreter when necessary for patients whose first language is not English.
- Satisfy yourself that patients/carers have understood the information you have given them, for example by asking questions and summarising the main points of your discussion.
- Communicates with the clinical team and peers in a range of clinical situations in a professional and appropriate manner, which inspires confidence, motivation, and teamwork.

## **Analytical Tasks**

- Select and adapt appropriate complex techniques for Oral Health Treatments to suit patients with specific needs.
- Undertake appropriate investigations during patient examination to determine the need for specialist advice in the management of the developing dentition.
- Undertakes a range of restorative techniques utilising developed skill resulting in more efficient delivery of restorative care.
- Selection of appropriate periodontal techniques and delivery of periodontal care in an effective way.
- Prepare comprehensive patient treatment plans.
- Prescribe and interpret radiographs.
- Participate in Clinical Governance, clinical audit, peer review and other quality initiatives.
- Has sufficient knowledge confidence and experience to appraise others or lead peer review, clinical audit or CPD activities.

## **Planning and Organisational Skills**

- To undertake thorough examination, assessment and where appropriate, treatment of patients accepted into the Community Dental Service.
- Can identify commonly occurring medical emergencies.
- Use of appropriate pain management and anxiety during dental treatment including local anaesthetic and the use of sedation.
- Works with a multi-disciplinary setting in order to achieve best treatment outcomes for patients.

## **Physical Skills**

- Ability to manage the physical demands of dentistry.
- Possess good key board skills to complete clinical records, assist in developing reports, input data etc.
- Consolidate and develop clinical skills required to care for patients and the physical skills required to fulfil the job duties.

## **Responsibility for Patient Care**

- Provide dental care to adults with behavioral management issues, phobias and special needs. These individuals typically present with neglected mouths and in need of extraction of badly broken-down teeth, so confidence in minor oral surgery is essential for the role.
- IV Sedation may be undertaken by a Specialist or Consultant, so the dentist is not expected to be confident in providing this but must be sufficiently familiar with sedation to be able to assess patients appropriately.
- Inhalation sedation proficiency is expected from CHCP Community Dentists.
- Undertake in-service training as required and to demonstrate and record a commitment to continuing dental education. To comply with GDC CPD requirements.
- Provide patients with treatment that is in their best interests, providing appropriate oral health advice and following clinical guidelines relevant to their situation.
- Treat patients in a hygienic and safe environment. Work within the constraints of the law and regulations which apply to your clinical practice, including the disposal of clinical and other hazardous waste, radiography, health and safety, decontamination, and medical devices.
- Ensure that you have all necessary vaccinations and follow guidance relating to blood-borne viruses.

- Follow the guidance on medical emergencies and training updates issued by the Resuscitation Council (UK). Record all patient safety incidents and report them promptly on the DATIX system.
- Ensure you attend all relevant statutory and mandatory training and refresher within the timescales outlined in the statutory and mandatory programme.

### **Policy and Service Development Implementation**

- Follows policy and procedures in own role and takes a lead on any new implementations.
- Maintain appropriate standards of clinical notes in accordance with CHCP Record Keeping policies and FGDP guidance.
- Actively participate in clinical governance including undertaking medical and clinical audit, peer review and other quality assurance initiatives.
- Undertake in-service training, as required, and demonstrate commitment to continuing dental education.
- Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act and Policies and of GDS.
- Maintain appropriate standards of clinical notes in accordance with CHCP Record Keeping policies and FGDP guidance.

### **Responsibilities for Financial and Physical Resources**

- Works with the Operational Manager and Service Manager to ensure the delivery of the service within the financial envelope.
- Clinical sessions booked efficiently, and activity recorded accurately to the appropriate standard, to help the service in meeting its Key Performance Indicators.
- The efficient and smooth running of dental surgeries worked in, including maintaining a clean and tidy working environment within the dental suite.
- Responsible for the wider clinical environment, and any delegated specific organisational or clinical issues within the service.

### **Responsibilities for Human Resources**

- Demonstrates a professional clinical approach, including participation in appraisal, peer review, clinical audit.
- Organises clinical teaching / supervision programmes, delivers teaching and supports others in that role.

### **Responsibilities for Information Resources**

- Must make and keep contemporaneous, complete, and accurate patient records including an up-to-date medical history, following each patient treatment. Radiographs, consent forms, photographs, models, audio or visual recordings of consultations, laboratory prescriptions, statements of conformity and referral letters all form part of patients records where they are available.
- Must ensure that all documentation that records work, including patient records, is clear, legible, accurate, and can be readily understood by others.

## Responsibilities for Research and Development

- To audit standards and procedures within own areas of responsibility, liaising with clinical colleagues to ensure consistency across the CDS.
- Attain and maintain competence in designated and agreed clinical skills, submitting evidence of competence, and updating sessions attended as part of appraisal.
- Participates in clinical research under the direction of approved and registered research lead and may take the lead in clinical research projects falling within their competencies.

## Freedom to Act

- Required to work independently and is guided by standard operating procedures and good practice as well as defined operational policies, procedures, and protocols.
- The post holder acts autonomously in relation to day-to-day service delivery guided by the direction of business plan; with supervision through the Consultant in Adult Special Care Dentistry.
- Is accountable for own actions to the organisation and to the GDC.
- Has a duty of care to all service users for whom they provide care and to colleagues under the Health and Safety at Work Act.

## STANDARD PARAGRAPHS

1. City Health Care Partnership CIC is embedding a culture of restorative practice (RP) throughout the organisation. This is known as the CHCP way. All staff are expected to embrace RP which embodies a set of values and principles and a way of working with people that provides a common language and approach that enables collaborative working and respect for each other within the organisation.
2. City Health Care Partnership CIC is committed to providing high quality care within all services and therefore expects all employees to follow the nationally recognised seven values – care, compassion, courage, communication, competence, commitment and candour. These values, known as the Seven C's, are embedded within the culture and working practices of all services regardless of whether the service provides direct patient care or not.
3. It is the responsibility of each member of staff to maintain confidentiality at all times and abide by the CHCP policies and procedures.
4. Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and any associated legislation in order to ensure their own safety and that of colleagues, patients and visitors. Staff must also be aware of the action to be taken in the event of fire and must complete Fire Awareness Training on an annual basis.
5. Basic moving and handling training must be attended on induction. Staff who are required to move patients are also required to attend further training in addition to this, and will be required to refresh at this level bi-annually. Other mandatory training requirements that are relevant to the post must be decided during Personal Development Review and a training plan developed.
6. Staff should be aware of their individual responsibilities under the Equality Policy and ensure that they comply to the policy which requires that all colleagues and service users are treated with respect.

7. CHCP CIC is committed to a policy of zero tolerance of abuse. The organisation recognises its responsibility to prevent the abuse of vulnerable adults at risk and all employees have a duty of care to safeguard those in their care. Staff should ensure that their actions support the aims of the organisation and ensure that all children up to the age of 18 are protected from significant harm, abuse and neglect within the framework of multi-agency Child Protection services established in the Guidelines and Procedures issued by the Local Safeguarding Children Board and must comply with the responsibilities identified in Section 11, Children Act 2004. All staff have a duty to contribute to the detection, reporting and prevention of abuse and to safeguard those in our care. Safeguarding is everybody's business and is core business for CHCP CIC.

**8. Infection Control (these paragraphs relate to clinical staff)**

Maintain and enhance standards of patient care, through the implementation of continuous quality improvement initiatives such as NICE Guideline 139 and associated quality standards to support the prevention of Health Care Associated Infections and compliance with the Health & Social Care Act 2008 Code of Practice for health and adult social care on the prevention and control of infections and related guidance July 2015.

Ensure high standards of environmental cleanliness are maintained across the Organisation through involvement in audit and regular feedback through service governance frameworks and liaison with the Domestic contact Monitoring Officer.

**9. Infection Control (this paragraph relates to both clinical and non-clinical staff)**

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non-clinical are required to adhere to CHCP's Infection Control policies and make every effort to maintain high standards of infection control at all times, thereby reducing the burden of Health Care Associated Infections. Staff have a responsibility to ensure they attend mandatory infection control training provided by CHCP.

10. This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.

**EFFORT AND ENVIRONMENT**

**Effort criteria – the frequency with which the post holder is expected to deal with the following areas should be indicated e.g. average over a day, a week, a month or a year**

**Physical Effort**

- Daily - Fine motor skills to grasp, move, or assemble very small objects.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Speak clearly use aids so listeners can understand.
- Understand the speech of another person.

**Mental Effort**

- Daily - Concentration required for cumulative periods whilst carrying out dentistry.
- Dealing with difficult and sensitive situations.
- Dealing with complex medical issues e.g. oncology patients
- Dealing with emotional patients and their carers/parents.
- Dealing with adults with behavioural management issues, and special needs
- Dealing with neglected mouths and in need of extraction of badly broken-down teeth

**Emotional Effort**

- Daily - Client behaviour erratic as above
- Ability to deal with sensitive issues e.g. stress, anxiety and safeguarding.

**Working Conditions**

- Daily - The behaviour / expectations of patients can be unpredictable.

**PERSON SPECIFICATION  
JOB TITLE**

	Essential	Desirable	How assessed
<b>Qualifications</b>			
A Batchelor of Dental Surgery degree	x		
GDC registration (applicants must have current UK professional registration)	x		
Performers number required prior to assuming appointment	x		
Completion of Foundation Training or formerly Vocational Training (VT).	x		

	Essential	Desirable	How assessed
<b>Knowledge</b>			
Sound dental knowledge, with up-to-date knowledge of aspects of specialist practice within your scope of practice	x		
Knowledge of the CDS contract, terms and conditions, and its role in the delivery of dental care	x		
Awareness of wider public health issues.	x		

	Essential	Desirable	How assessed
<b>Experience</b>			
Broad experience working autonomously in wide range of treatments	x		
Demonstrable clinical experience in an CDS practice	x		
Experienced in the use of inhalation sedation	x		
Experience of undertaking audit		x	

	Essential	Desirable	How assessed
<b>Personal Attributes</b>			
Demonstrates the application of the principles of ethical behaviour relevant to dentistry, including honesty, confidentiality, personal and professional integrity and compliance with the standards for dental professionals laid down by the GDC.	x		
Conversant in the 7 C's – Care, Compassion, Competence, Communication, Courage, Commitment and Candour and the values of the organisation	x		

	Essential	Desirable	How assessed

Personal Circumstances			
Ability to travel, Driving Licence and use of Car	x		
Knowledge of Carestream R4 system		x	
Membership of relevant professional groups/organisations		x	

Job Holder Signature ..... Date .....