



## Specialist in Special Care Dental Service

### JOB DETAILS

Directorate	Medical and Dental
Service	Dental
Post Title	Specialist in special Care
Staff Group	Dentist
Band	C
WTE	Part time/full time
Reports to	Clinical Director
Accountable to	Clinical Director
Number of Direct Reports	Up to 6
Budget Responsibility (£)	N/A

### JOB DESCRIPTION

<b>POST</b>	Specialist in Special Care Dentistry Full time/Part time
<b>GRADE</b>	Specialist Senior Dentist Band C depending on experience
<b>MINIMUM QUALIFICATIONS</b>	Qualification in Dental Surgery recognised by the GDC Current full registration with the GDC Current registration or within 3 months of registering with the GDC as a Specialist in Special Care Dentistry Relevant GDC Registered postgraduate qualification

**RESPONSIBLE TO**

Care

Clinical Director of Community Paediatric and Special Service

**ACCOUNTABLE TO**

Clinical Director of Community Paediatric and Special Care Service

**JOB SUMMARY**

1. To provide support and advice, including treatment planning/case discussions on complex patients with/for colleagues working within the service.
2. To be the named trainer for a trainee in special care in the CDS.
3. To provide clinical care to priority groups, on referral from other members of the service.
4. To provide clinical care from any Bromley Healthcare premises or any other appropriate setting, including domiciliary care, according to the needs of the service.
5. To provide clinical care under conscious sedation or general anaesthesia as required.
6. To assist the Clinical Director in the development and provision of an evidencebased service using staff development and the appropriate management of resources.
7. Providing guideline updates in relation to special care dentistry, acting as safeguarding lead, providing staff training as required.
8. To lead and deliver clinical audit programmes and participate in waiting list initiatives
9. Assist the Clinical Director of Dental services with any clinical matters relating to special care dentistry and undertake duties as delegated by the Clinical Director.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Maintenance of professional standards in the care and treatment of patients including the implementation of appropriate policies and procedures e.g. current guidelines in the field of special care dentistry, infection control, management of dental instruments, equipment and materials.
2. To undertake appraisals, personal development plans and job plans for other dentists working within the service on behalf of the Clinical Director.
3. To carry out clinical dentistry at any Bromley Healthcare dental surgery or any other appropriate setting according to the needs of the service.
4. Maintenance of accurate and detailed clinical, administrative and statistical records.
5. To observe confidentiality of records and health information at all times and to be aware of and practice the principles of the Data Protection Act of 1984.



6. To assist and advise Dental Officers and Senior Dental Officers in providing Special Care Dentistry for those with Special Care Needs as required.
7. Comply with Bromley Healthcare's policies and procedures and work within the framework set by these guidelines.
8. To participate in mandatory training including resuscitation, moving and handling and health and safety awareness.
9. Demonstrate a commitment to Continuing Professional Development. Maintain clinical competence and implement best practice.
10. To take leading role in Bromley Healthcare's Quality Assurance programme, including clinical audit, peer review and clinical governance.
11. Develop close working relationships with dental colleagues, healthcare professionals and care staff to improve dental health within the community.
12. Any other duties commensurate with the post as designated by the Clinical Director.

#### **MANDATORY REQUIREMENTS FOR ALL ROLES**

The post holder is expected to demonstrate the values of Bromley Healthcare including;

The post holder is expected to embody the 4 values:

- Compassion
- Health and Wellbeing
- Continuous Learning and Innovation
- Wellbeing

The post holder is expected to comply with all Bromley Healthcare's relevant policies, procedures and guidelines; including the appropriate code (s) of conduct associated with this post.

The job description reflects the immediate requirements and objectives of the post. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, as directed by the line manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.



## **Safeguarding**

All staff must be familiar with and adhere to Bromley Healthcare's child/adult safeguarding procedures and guidelines, in conjunction with the multi-agency policies and procedures of the relevant borough's Safeguarding Children Partnership and Safeguarding Adults Board.

Staff must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children's Act 1989 and 2004 and the Care Act 2014. Staff are required to attend child/adult safeguarding training relevant to their position and required for their role.

## **PERSON SPECIFICATION**



	ESSENTIAL	DESIRABLE	ASSESSED
<b>QUALIFICATIONS &amp; TRAINING</b>	<p>Dental qualification recognised by the GDC.</p> <p>Current registration on GDC</p> <p>Specialist list</p> <p>Evidence of continuing professional development.</p> <p>Eligible for/on a performers list</p> <p>Evidence of formal teaching</p>	<p>MSc in special care or equivalent</p> <p>Certificate in Conscious Sedation</p> <p>Membership of professional societies</p>	Application/Interview/ Documents
<b>SPECIFIC SKILLS</b>	<p>Highly developed specialist knowledge of professional area underpinned by theory and expertise.</p> <p>Awareness of current national General Dental Services contract and role of a specialist within primary care (Level 2).</p> <p>Sound understanding of child/adult protection procedures.</p> <p>Comprehensive IT skills (experience using Software of Excellence or similar dental software, Microsoft Publisher, PowerPoint, Excel, Outlook and Word).</p> <p>Advanced negotiation and problem solving skills with clients/ carers, staff and other professionals, including effective handling of complaints</p> <p>Range of patient management techniques</p> <p>Leadership skills</p> <p>To be able to evaluate the service for best practice and effective working systems.</p> <p>Candidates must provide a portfolio to demonstrate:</p> <ol style="list-style-type: none"> <li>1) that they are fulfilling the competencies of a Band C Dentist, and</li> <li>2) performing competencies above and beyond that of a Band B Dentist</li> </ol>	<p>Car driver with reliable access to own car for work including outreach</p> <p>Management skills training</p>	



**POSITION: Specialist in Special Care –**

**GRADE: Specialist Senior Dental Officer Band C**

<b>EXPERIENCE</b>	Specialist in special care with demonstrable experience in GA, IHS and IV sedation Can demonstrate competencies in SCD to a specialist level Recent experience in treating patients with complex medical problems · Evidence of clinical experience in area of special	Wide experience of CDS/HDS/GDS  Experience in various methods of pain and anxiety management · including iv sedation	
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## Competencies Band C Clinical

		<b>Suggested evidence</b>
<b>Patient examination and diagnosis</b>	<b>Undertakes thorough examination and assessment of patients</b>	<ul style="list-style-type: none"> <li>• <b>Clinical logs</b></li> <li>• <b>Clinical evidence</b></li> <li>• <b>Audit of cases</b></li> </ul>

	<p>care dentistry. . Experience of leadership and or management. Experience of supervising/ appraising staff, Evidence of improving service quality through clinical governance</p>	<p>Specific experience in developing SCD services</p> <p>Participation in research</p> <p>Evidence of experience of management e.g. at Senior Dental Officer level or other appropriate management experience.</p> <p>Experience of treatment planning for treatment under general anaesthesia.</p> <p>Experience of providing treatment under GA</p>	
<b>PERSONAL QUALITIES</b>	<p>Enthusiastic, well organised and reliable</p> <p>Able to motivate other staff within a team Good Time Keeping and deadline skills.</p> <p>Able to communicate effectively in different settings from large groups to individuals where there may be conflict or distress or barriers to understanding</p> <p>Able to synthesise, convey and work with complex information.</p> <p>Adaptable and able to deal with new situations as they arise.</p> <p>Ability to cope with change</p>	<p>Willing to be flexible in working patterns and hours in accordance with the needs of the service</p> <p>The ability to travel independently across sites</p>	



<b>Treatment planning and patient management</b>	<b>Plans and manages care where there are complex medical co-morbidities or the situation requires the involvement of other professionals and/or carers to resolve complex patient management issues</b>	<ul style="list-style-type: none"> <li>• Case mix statistics</li> <li>• Compliments and complaints</li> <li>• Training evidence</li> <li>• CPD records</li> <li>• Record of training delivered</li> </ul>
<b>Health promotion and disease prevention</b>	<b>Plans, develops and implements programmes to prevent disease and promote health in target groups within the population</b>	
<b>Medical and dental emergencies</b>	<b>Can identify commonly occurring medical emergencies and lead the dental team in the appropriate first line management of the emergency, using appropriate techniques equipment and drugs Keeps up to date with developments in this area and/or able to advise other members of the team. Takes responsibility for organising the training and resources for the acute management of medical emergencies within the service</b>	
<b>Anaesthesia, sedation and pain control</b>	<b>Uses appropriate local anaesthetic and patient management approaches to control pain and anxiety during dental treatment including the use of conscious sedation</b>	





	Responsible for organising training and resources in support of the availability of sedation in all or part of the service	
Periodontal therapy and management of soft tissue	Undertakes the diagnosis, selection of appropriate periodontal techniques and delivery of periodontal care in an effective way	
Hard and soft tissue surgery	Routine exodontia and/or simple surgical exodontia	
Non surgical management of the hard tissues of the head and neck	Undertakes appropriate assessment of patients to determine the need for specialist advice	
Management of the developing dentition	Undertakes appropriate investigations during patient examination to determine the need for specialist advice in the management of the developing dentition	
Restoration and replacement of teeth	Undertakes the diagnosis, selection of appropriate restorative technique and delivery of restoration or replacement of teeth in an effective way Undertakes a range of restorative techniques utilising developed skill resulting in more efficient delivery of restorative care	

## Communication

		<b>Suggested evidence</b>
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<b>Patient and family</b>	<b>Communicates with a range of patients and families on complex clinical issues and/ or in difficult situations</b>	<ul style="list-style-type: none"> <li>• <b>Minutes of user groups</b></li> <li>• <b>Patient notes and records</b></li> <li>• <b>Communication audit</b></li> <li>• <b>Patient surveys/ questionnaires</b></li> </ul>
<b>Clinical team and peers</b>	<b>Communicates with the clinical team and peers</b>	
	<b>in a range of clinical and/or leadership situations in a professional and appropriate manner, which inspires confidence, motivation and teamwork</b>	
<b>Other professionals</b>	<b>Communicates with other health and social care professionals on a range of issues relating to oral health and oral health care</b>	
<b>Organised user groups</b>	<b>Communicates with a range of user groups of carers and families on complex clinical issues and / or in difficult situations</b>	

### Management and leadership

		<b>Suggested evidence</b>
<b>Personal and practice organisation</b>	<b>Takes managerial responsibility for an entire clinical service across multiple sites and staff groups</b>	<ul style="list-style-type: none"> <li>• <b>Appraisal (self and staff)</b></li> <li>• <b>CPD records</b></li> <li>• <b>Finance activity records</b></li> </ul>



<b>Legislative</b>	<p>Has sufficient knowledge and experience of the legislative framework to provide advice or support on such matters to other members of the dental team</p> <p>Understands the legislative framework of specialist registration and the provision of specialist and specialised care</p> <p>Has a detailed understanding of the statutory framework on employment, premises management and the provision of services to the public</p>	<ul style="list-style-type: none"> <li>Standards of Better Health compliance</li> <li>Job plans</li> <li>Incident reports</li> <li>Staff sickness &amp; absence reports</li> <li>Staff turnover</li> </ul>
<b>Financial</b>	Has sufficient knowledge	

	<p>and experience of the financial framework to provide advice or support on such matters to other members of the dental team, with additional skills in the financial modelling of specialist care</p> <p>Has a fundamental knowledge of business planning, budget setting and management.</p> <p>Understands the commissioning process and the marketing of clinical services</p>	
<b>Leadership and training</b>	Provides managerial and clinical leadership to a service operating across multiple sites, with several staff groups and providing a varied portfolio of differing clinical services	



Additional management competencies	<p>Can manage in a changing environment (political and clinical) Can lead appraisals and personal development for clinical and non- clinical staff</p> <p>Can manage clinical performance, including the quality of care Can manage a clinical service, including horizon scanning</p> <p>Can manage clinical and non-clinical staff, including job planning</p> <p>Can manage external relationships with senior managerial and clinical colleagues Understands and develops user and carer involvement and engagement Can manage organisation and delivery</p>	
	of integrated governance systems within a multisite service	
Governance	Leads service wide integrated governance	

## Professionalism

		Suggested evidence
Ethics	Has sufficient knowledge, confidence and experience to provide advice and/or support to colleagues or managers on ethical issues	<ul style="list-style-type: none"> <li>• Appraisal</li> <li>• PDP</li> <li>• Audit</li> <li>• Complaints (self and patients)</li> </ul>



<b>Patients</b>	Involved in providing care which requires the application of sound ethical and professional principles in a more complex physical, social or intellectual context	<ul style="list-style-type: none"> <li>Clinical incidents</li> </ul>
<b>Self</b>	Demonstrates a professional clinical approach, including participation in appraisal, peer review, clinical audit and continuing professional development activities Has sufficient knowledge confidence and experience to appraise others or lead peer review, clinical audit or CPD activities	
<b>Clinical team and peers</b>	Has sufficient knowledge, confidence and experience to deal professionally with issues of poor or underperformance in colleagues and other members of the dental team	

## Teaching and training

		<b>Suggested evidence</b>
<b>Training</b>	Organises clinical training programmes, delivers training and supports others in that role in their specialist field	<ul style="list-style-type: none"> <li>List of training and teaching delivered</li> <li>Job plan</li> <li>Publications</li> <li>Presentations</li> </ul>
<b>Teaching</b>	Organises clinical teaching/supervision programmes, delivers teaching and supports others in that role in their specialist field	<ul style="list-style-type: none"> <li>Student/trainee feedback</li> </ul>



<b>Epidemiology</b>	<b>Organises dental epidemiology programmes and may train examiners. May be involved in data analysis and report</b>
<b>Research</b>	<b>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</b>

## **1. Qualification**

### **Essential criteria**

- **Registered Dental Qualification with GDC (2)**
- **Vocational Training/Dental foundation training (2)**
- **Hold a full NHS Primary Dental Care Performer number (2)**
- **Full registration with the General Dental Council (2)**

### **Desirable criteria**

- **Certificate in special care/paediatric dentistry (2)**
- **Masters in special care/paediatric dentistry (2)**
- **Other professional memberships (Royal Colleges) (2)**

## **2. Experience and skills**

### **Essential criteria**

- **Experience of treating children and adults with urgent dental needs (2)**
- **Clinical experience with additional needs, children and adults (2)**
- **Experience of clinical audit (2)**
- **Excellent IT skills (2)**

### **Desirable criteria**

- **Experience of working with the Community Dental Service (2)**
- **Experience of treating patients under sedation/GA (2)**
- **Presentation skills (2)**



### **3. Skills**

Essential criteria

**Full driving licence with car available (2)**

### **4. Knowledge**

Essential criteria

- **Knowledge of special care dentistry and a band A's role in the delivery of dental care (2)**
- **Knowledge of GDC standards (2)**

Desirable criteria

- **Awareness of public health issues (2)**
- **Awareness of issues relating of ethnic minorities (2)**

**Tri-Collegiate Membership in Special Care Dentistry**