

**JOB DESCRIPTION**

<b>Job Title</b>	<b>Dental Officer – Community Dental Services</b>
<b>Band/ Grade</b>	<b>Band A – £47,653 – £71,479 per annum</b>
<b>Directorate</b>	<b>Dental Services, Surgical Division</b>
<b>Professionally Accountable to</b>	<b>Chief Medical Officer</b>
<b>Responsible to</b>	<b>Clinical Lead</b>

VISION, MISSION and VALUES

**Our Vision**

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

**Our Mission**

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

**Our Values**

Compassion, Accountability, Respect and Excellence

- Compassion – we will support patients and ensure that they are cared for with compassion
- Accountability – we will act with integrity, assuming responsibility for our actions and decisions
- Respect – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- Excellence – we will challenge ourselves to do better and strive for excellence

**JOB SUMMARY**

The Community Dental Officer will be expected to demonstrate high professional standards and have responsibility for maintaining clinical standards, working within a commissioned dental service. The post holder will provide comprehensive routine and urgent care to patients and preventative care advice to all ages including working with a wide range of patient groups

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including children and adults with specific needs. These specific needs may include adults and children with additional needs, patients with complex medical needs, anxiety management and/or treatment with sedation, patients with urgent and immediate dental needs who are unable to access dental care in the GDS.

The service participates in epidemiology surveys.

The service also provides treatment under inhalation and intravenous sedation and dental treatment under general anaesthesia to children and adult special care patients at Hereford County Hospital .

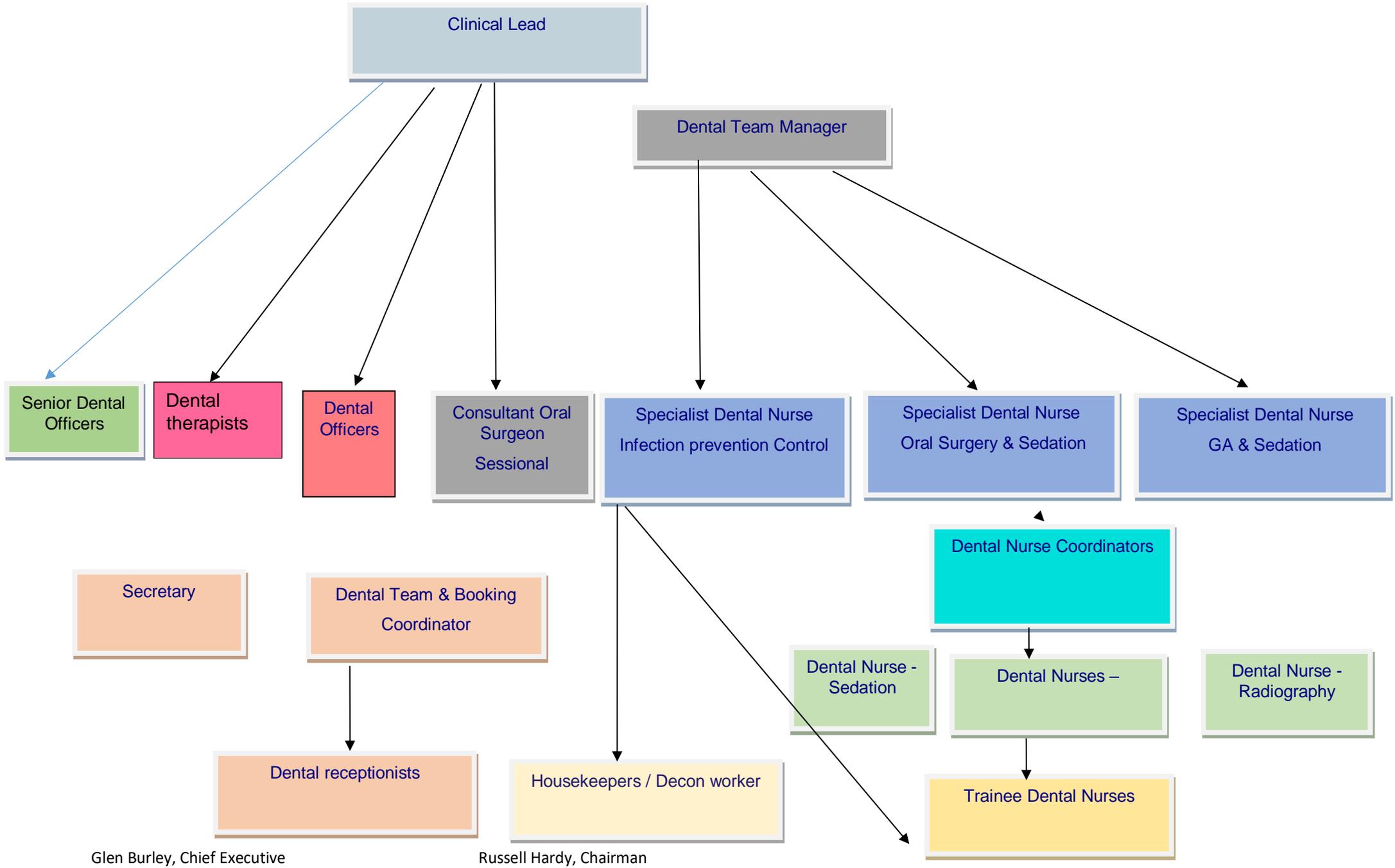
For patients who are unable to access the clinics, the service provides a countrywide domiciliary service available by referral.

Some of the clinics have wheelchair access and there are hoist available at 3 sites.

Participation in the provision of dental care under sedation, GA, domiciliary care provision and epidemiology if required to meet the needs of the service.

The dental services in Wye Valley NHS Trust are provided at the Dental Access Centre clinics, This post will include travelling and flexible team working to cover and support the clinic across the County .

Also providing high quality preventive care in accordance with 'Delivering Better Oral Health – An Evidence Based Toolkit' and clinical effectiveness whilst meeting the fluctuating demands placed on the service.



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## **MAIN DUTIES OF THE JOB**

### **Clinical Responsibilities:**

- To provide high quality treatment planning, preventative and urgent/routine NHS dental care treatments services for a wide range of patients including children and adults with additional needs or with special dental requirements in accordance with NHS Regulations and provider requirements. Flexible patient centred approach to treatment planning and service provision
- In addition to this core role, the service also provides emergency care for patients requiring urgent dental treatment who do not currently have a dentist of their own.
- Provision of urgent dental care for patients who cannot access NHS dental care
- To accept referrals from our General Dental Service colleagues and provide a service which is complementary to other primary care providers.
- Manage the day to day activities of the dental surgery in conjunction with the other members of the team. Maintaining proper standards appropriate to a clinical area, including control of infection procedures and the efficient and effective use of resources
- Liaison with other dental care providers, health care professionals and others involved in the care of patients e.g. social worker.
- To prescribe appropriate items of dental care for delivery by other members of the dental team ensuring the most appropriate use of the available skill mix.
- To ensure all treatment plans and care are explained fully to patients and that patient records are correctly noted.
- To ensure confidentiality requirements are respected in all matters relating to patients, peers, the service and the Trust.

### **Managerial Responsibilities:**

- To develop a multidisciplinary and holistic approach to oral care in liaison with colleagues in Hospitals, primary care, social care, carers, teaching staff and social care workers.
- Manage the day to day activities of the dental surgery in conjunction with the other members of the team.
- To encourage a team approach to dental care to direct, supervise and delegate to other members of the dental team, such as dental therapists/dental nurses in line with General Dental Council Regulations, whilst respecting all designated staff roles and working together to maintain agreed standards.
- To adapt flexibly to patient need and changes which occur in the service provided and assist in implementing such changes, as agreed with the commissioners.

### **Administrative Responsibilities:**

- To complete NHS forms, advise on and discuss NHS charges as appropriate and to maintain contemporaneous clinical records. To recall, transfer or discharge patients at the end of their agreed course of treatment as appropriate.
- To maintain contemporaneous clinical records and utilise R4 clinical system.

## **Research & Audit:**

- To participate fully in activities relating to the promotion of quality service, including governance, clinical audit, peer review, staff training and individual performance review (appraisal) and the development and implementation of a personal development plan..

## **Training & Development:**

- To maintain professional knowledge, skills and awareness of current developments within dentistry ensuring the professional skills and knowledge and ability to provide dental care equate with accepted and generally agreed relevant professional standards. In particular, the post holder will be required to maintain the competencies of a Band A dentist.
- To take responsibility for own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
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- To participate in schemes designed to investigate and improve the standard and effectiveness of care and the prevention of dental disease.

## **Other:**

- Be willing to be flexible at all times, responding to unexpected challenges in a way which always puts the service needs first.
- Any other duties commensurate with the grade.
- The post will have a primary work base(s) but it may involve regular travel between clinics across Wye Valley NHS Trust as required

## **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager of the Service Unit. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

## **Safeguarding Vulnerable Adults & Children**

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trusts safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

## **Health and Safety**

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

## **Confidentiality**

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

## **Policies and Procedures**

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

## **Infection Control**

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

## **No Smoking Policy**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

## **Equal Opportunities**

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

## **Financial**

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

## **Data Quality**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

**Records Management**

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

**Conduct**

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

**Other**

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

**PERSON SPECIFICATION**

**Directorate**                      **Surgical Division (Theatre's and Anaesthetics)**

**Job Title**                         **Dental Officer – Community Dental Services**

**Band/ Grade**                    **BAND A £47,653 - £71,479**

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
BDS degree or equivalent	✓	
Full GDC Registration	✓	
Hold a Dental performer number	✓	
Applicants must have completed Vocational Dental Foundation Training or equivalent	✓	
Evidence of relevant continuing education and development	✓	
Postgraduate qualification in Special Care Dentistry and/or paediatric dentistry or postgraduate training in a relevant clinical subject or equivalent experience		✓
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Able to demonstrate Band A Salaried Primary Dentist competencies in <ul style="list-style-type: none"> <li>• Clinical</li> <li>• Communication</li> <li>• Management and Leadership</li> <li>• Professionalism</li> <li>• Teaching and training</li> </ul>	✓	
Ability to prioritise workload and work flexibly to meet the needs of patients.	✓	
Good planning and organisational skills	✓	
Demonstrates knowledge of NHS patient charge regulations and contractual requirements including UDAs	✓	
Computer literate and willingness to learn practice software	✓	

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<b>EXPERIENCE</b>		
Excellent clinical skills	✓	
Experience of working with a wide range of patients groups including children and adults with special needs	✓	
Understanding and evidence of participation in clinical audit and clinical governance	✓	
Evidence of participation in peer review and clinical supervision		✓
Wide experience of primary dental care provision	✓	
<b>PERSONAL ATTRIBUTES</b>		
Excellent time keeping and punctuality	✓	
Ability to work under pressure	✓	
Evidence of self-motivation	✓	
Evidence of flexibility including working on different sites across the Trust as required	✓	
Willingness to participate in extended hours service delivery	✓	
A team player – an ability to work effectively across the dental team	✓	
<b>OTHER FACTORS</b>		
Ability to meet travel requirements of post	✓	

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