

**A4C Banding No: P3534**

## **Job Description**

<b>TITLE:</b>	Staff Dental Hygienist
<b>DEPARTMENT:</b>	Periodontal Specialist Services
<b>LOCATION:</b>	Birmingham Dental Hospital
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Clinical Service Lead Consultant
<b>CLINICALLY ACCOUNTABLE TO:</b>	Periodontology Consultants
<b>BAND:</b>	7
<b>HOURS:</b>	37.5 hours per week 8am-8pm Monday - Sunday

### **Job Purpose**

To provide specialist clinical care and preventative treatment without direct supervision to patients attending the specialist Dental Hospital services for secondary or tertiary care. To carry out dental treatment on these patients to a level of competence as directed by the Dental Act and its amendments.

Main contact is with hospital staff and patients. Patient groups as a priority are adults and children with special needs, including medically compromised patients, anxious patients and patients with challenging behaviour.

### **Responsible for**

No direct management responsibility.  
Budget responsibility: none.

### **Main Duties**

Clinical:

1. Carrying out the full range of treatments currently permitted under the General Dental Council regulations.
2. Specific duties may only be undertaken if trained and competent to do so.
3. Treatment may be carried out within hospital dental departments and wards or by domiciliary treatment visits, if necessary.

Treatment is provided following a prescribed course of treatment as directed by a registered dentist. Any combination of the following duties may be performed on a daily basis.

Permitted duties of the Dental Hygienist:

1. Education of patients on the causes and prevention of periodontal diseases and dental caries.
2. Identification of risk factors for the dental diseases, including medical and social risk factors and the provision of appropriate counselling advice, including:-
  - Medical history
  - Diet analysis and nutritional guidance
  - Advice in the use of fluoride agents
  - The benefits of smoking cessation and accessing cessation services
3. Motivate patients to maintain a high standard of oral hygiene.
4. Monitor patients' progress using appropriate indices:-
  - Bleeding and plaque indices
  - Detailed pocket charting
  - Mobility index
  - Furcation index
5. Perform supra- and subgingival scaling of teeth including polishing, allowing removal of hard and soft deposits and stains.
6. The provision of comprehensive specialist periodontal invasive root debridement therapy using Gracey area curettes and high-speed ultrasonic device.
7. Provision of a thorough prophylaxis which will include the finishing and polishing of restorations.
8. Teach home care procedures for artificial prostheses, e.g., full, or partial dentures and obturators.
9. Provision of oral health advice to both individuals and groups by designing a home care plan in consideration of the individual needs of the patient and liaising with carers of the special needs' groups.
10. Selection and application to the teeth of prophylactic materials and medicaments such as topical fluorides.
11. Application of preventative fissure sealants.
12. Administration of local infiltration analgesia.
13. Replacement of crowns with temporary cement in an emergency.
14. Selection of a suitable material and provision of a dental dressing provided the dressed restoration is lost during the course of the hygienist's normal treatment.
15. The preparation of orthodontic patient's pre-treatment and assessment of their oral care capabilities and motivation for treatment.
16. The care and management of orthodontic patients, including support with oral hygiene compliance and the removal of excess bonding cement using instruments which may include rotary instruments, ultrasonics and sonics after the removal of orthodontic brackets.
17. Taking impressions of patients' teeth and jaws.
18. The taking of intraoral and extraoral radiographs, provided "core knowledge" is maintained according to Trust guidelines.
19. The taking, recording and monitoring of detailed medical histories for all patients, liaising with prescribing dental surgeon and adjusting treatment plans where the medical history is compromised.
20. Administer prophylactic antibiotic cover as necessary to medically compromised patients following a prescription from a registered dentist, and clarification of INR readings.
21. The teaching and supervision of BDS degree students.

22. Communicate treatment requirements and options to patients, parents and carers in order to obtain informed consent.
23. Administration of inferior dental block analgesia under prescription from a Dentist or under a Patient Group Directive (PGD) if trained.
24. Treat patients under conscious sedation if required, provided a dentist remains in the room throughout the treatment.

Whilst the post holder will work to prescription provided by the qualified member of staff, they must exercise their own careful judgement within the scope of the treatment plan and should exercise flexibility in the interpretation of the prescription. The Dental Hygienist is responsible and accountable for his/her own professional actions.

### **General Duties**

1. To be fully conversant with basic first aid and resuscitation techniques, attending regular training.
2. Comply with local rules relating to radiography, IRMER and the Dental Radiographic Quality Assurance Audit Policy.
3. Comply with the departmental and Trust policy on the control of infection.
4. Assess new instruments in terms of performance and feedback evaluations.
5. Adhere to Trust policy on Manual Handling, participating in mandatory training.
6. Actively participate in Team Briefing meetings and peer group reviews.
7. Participate in the training of other grades of Trust staff as required.
8. Participate in activities related to the promotion of quality of service, including schemes for clinical audit and standard setting.
9. Participate in such continuing professional development and training that may be necessary for personal development, as identified jointly with the head of the service.
10. Ensure effective and efficient use of resources.
11. Agree personal objectives related to the delivery of the service. Agree and manage time effectively to ensure that the workload is scheduled and completed on time.
12. Administrative duties include monitoring of referrals and managing appointments directly with patients and reception staff.
13. Monitor personal workload and communicate to clinical lead periodic variations in service requirements
14. Support the clinical team in reviewing services and implementing service developments, proposing changes and innovations
15. Contribute to the development, interpretation, implementation, and review of national and local policies as well as the service's policies, procedures and standards

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

### **Key Relationships**

The Dental Hygienist will be clinically responsible to the specialist service consultants and managerially responsible to the Clinical Service Lead.

The Dental Hygienist will liaise with the senior dental nurses in matters relating to the management of dental nurses and will supervise and direct the work of any dental nurses providing chairside and all clinical support to the Dental Hygienist.

The Dental Hygienist will liaise and collaborate as necessary with other members of the dental profession, other health care professionals and Trust staff.

### **Internal**

- Clinical Lead
- Divisional Medical Director and Associate Dental Director
- Secretary/PA
- Senior dental nurses
- Clinicians, dental nurses and administrative staff with whom he/she works on a day to day basis
- Undergraduate students
- Oral Health Promotion
- Dental administrative staff
- Other health professionals, i.e. GPs, school nurses, health visitors
- Other PCT staff, Estates Department, academic staff

### **External**

- Clients, parents, guardians, carers
- The University of Birmingham and its staff
- Adults/children with special needs
- Medical and dental consultants
- Other Dental Services PCT/GDP
- Dental hospitals, hospitals, medical practitioners
- Dental laboratories
- Dental material suppliers/manufacturers
- Hospital Pharmacy, Medical Records

### **Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

### **Health & Safety at Work**

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

## **Equal Opportunities**

Birmingham Community Healthcare NHS Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

## **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

## **Smoking**

The Trust operates a No Smoking policy.

## **Mobility**

Whilst the postholder will be based at Birmingham Dental Hospital this is a Trust wide appointment and travel around the Trust may be required.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

## **Sustainability**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

## **Dignity in Care**

Birmingham Community Healthcare NHS Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and

straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

### **Infection Prevention and Control**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

### **Job Description**

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**POST HOLDER'S SIGNATURE:**

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**DATE:**

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**A4C Banding No: P3534**

**PERSON SPECIFICATION**

<b>Title</b>	Staff Dental Hygienist	<b>Band</b>	7
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Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Qualifications / training</b> Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	<ul style="list-style-type: none"> <li>Degree in Dental Hygiene/Therapy</li> <li>Compulsory annual registration with the General Dental Council with a specific medical or dental society is advisable</li> <li>Personal indemnity insurance</li> <li>Current GDC registration.</li> </ul>	E	AF/I		
		E	AF/I		
		E	AF/I		
		E	AF/I		
	Competency in permitted extended duties:-				
	<ul style="list-style-type: none"> <li>Dental radiography</li> <li>Local infiltration analgesia</li> <li>Inferior dental nerve block analgesia</li> <li>Dental impressions</li> <li>Placement of temporary dressings</li> <li>Recementing of crowns</li> </ul>	D	AF/I		
		E	AF/I		
		E	AF/I		
		D	AF/I		
		D	AF/I		



**Birmingham**  
**Community Healthcare**  
NHS Foundation Trust

Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Experience</b> Length and type of experience Level at which experience gained	<ul style="list-style-type: none"><li>• Extensive experience in working/dealing with special needs groups including the elderly, young patients, medically compromised patients and those patients with differing abilities and behavior.</li><li>• Extensive experience in dental software packages.</li></ul>	E	AF/I		
		D	AF/I		



<b>Skills/knowledge</b> <b>Range and level of skills</b> <b>Depth and extent of knowledge</b>	<ul style="list-style-type: none"> <li>• Communication and empathetic skills beyond those required for routine dental care in general dental practice</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Analytical and problem solving skills appropriate to the provision of specialist care in a specialist environment</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Collaborate and interact professionally with individuals</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Management of patients who have undergone ablative and corrective surgery and those with cleft palate or oro-facial anomalies/disease</li> </ul>	D	AF/I		
	<ul style="list-style-type: none"> <li>• Maintain knowledge of current dental hygiene practice</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Highly specialist manual dexterity</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Ability to work under pressure and on own initiative</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Analytical and organisational skills</li> <li>• Computer literate</li> </ul>	E	AF/I		

	<ul style="list-style-type: none"> <li>• Assessment of own workload to accommodate service need.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Supervision and direction of dental nurse providing chairside and clerical support.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Participate in and evaluate audit and research.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Research performed to International good clinical practice (GCP) standards and maintenance of confidential care record files.</li> </ul>	D	AF/I		
	<ul style="list-style-type: none"> <li>• Highly specialist fine manual dexterity.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Perform accurate specialist diagnostic tests.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Receive and analyse complex information and determine individual care packages.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Concentrate for long periods of time.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Work under pressure and on own initiative.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Be competent in dealing with emotional and distressing situations and possible verbal aggressive behaviour.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Literate and numerate.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Inform practical/policy changes via monthly Team Briefings.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Instruct and teach BDS degree dental students and evaluate clinical performance.</li> </ul>	E	AF/I		
	<ul style="list-style-type: none"> <li>• Provide counselling and advice to patients, carers and fellow</li> </ul>	E	AF/I		

	<ul style="list-style-type: none"> <li>• Maintain and update theoretical and practical knowledge in order to obtain professional qualifications.</li> </ul>	E			
	<ul style="list-style-type: none"> <li>• Familiarity with all policies and procedures determined locally and within the PCT.</li> </ul>	E			
	<ul style="list-style-type: none"> <li>• Knowledge of the specific needs of patients with HIV disease, organ transplants and those with complex dermatological conditions (e.g., Epidermolysis Bullosa) to enable safe practice.</li> </ul>	D			
	<ul style="list-style-type: none"> <li>• Good knowledge of all dental equipment related to specialty.</li> </ul>	E			
	<ul style="list-style-type: none"> <li>• Knowledge of dental software packages.</li> </ul>	D			
	<ul style="list-style-type: none"> <li>• Ability to source knowledge in order to provide clinical care under quality assurance.</li> </ul>	E			

<b>Personal qualities</b>	• Excellent communication and interpersonal skills.	E			
	• Professional approach.	E			
	• Work as part of a multidisciplinary team.	E			
	• Problem-solving skills.	E			
	• Prioritising and planning skills.	E			
	• Commitment to personal development.	E			
	• Flexible and responsive to change.	E			
	• Motivated.	E			
	• Empathise with patients/carers/relatives.	E			
	• Responsible and accountable for own professional actions.	E			
	• Willing to work in other areas of the Hospital in order to accommodate service requirements, as directed by the Head of Department.	E			
	• Work with direct supervision and make appropriate clinical decisions.	E			
	• Work in confined spaces which may require periods of sitting or standing	E			
	• Safe use of specialist dental and dental radiography equipment if required.	E			

Overall Candidate score		
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**W (Weighting)** - **E** = Essential **D**= Desirable

**How identified = Application = AF; Interview = I; Test = T; Presentation = P.**