

JOB PROFILE

Title	:	Dental Officer – Leicester, Leicestershire and Rutland Special Care and Paediatric
Grade	:	LD01
Contract	:	Permanent
Hours	:	37.5 hours per week
Managed by	:	Senior Dental Officer
Accountable to	:	Operations Director
Job Purpose	:	The job exists to deliver dental treatment and preventative care and advice to patients and clients of Community Dental Services Community Interest Company (CDS CIC). This includes care primarily within clinics in Leicestershire. The post is split between Westcotes Dental Clinic LE3 0LP and Merlyn Vaz Health Clinic, LE5 3GH. However, the post holder may be asked to work at other health centres and establishments in Leicestershire according to service need.
Work Output	:	<p>Clinical</p> <p>Liaise with other Special Care team members, General Dental Practitioners and Hospital Consultants as necessary and promote the Service with professional employees and other agencies.</p> <p>Deliver dental treatment and preventative care and education to priority groups eligible for care with the special care dental service including:</p> <ul style="list-style-type: none"> - patients with additional needs - which encompasses the medically compromised, elderly disabled, mental health service users, physically disabled, those with learning disabilities and those with behavioural problems related to receiving dental care, people with urgent dental problems or requiring routing care - Homeless people eligible for care and other vulnerable groups <p>Domiciliary care, working in a mobile dental unit or in a prison, may be involved.</p> <p>Epidemiological field work that may take place in Leicestershire or other counties such as Lincolnshire.</p> <p>Management of, in a clinical capacity, dental therapists/</p>

hygienists / dental nurses as required.

Produce and maintain accurate patient records, complete appropriate NHS forms (eg FP17 forms). Collect and receipt patients' charges in accordance with NHS Regulations and ensure safe keeping of monies through banking in accordance with CDS CIC Policies and Procedures. Computer systems will be involved with these processes.

Produce and maintain accurate clinical records. Paper and computer systems will be involved.

General:

The efficient and smooth running of dental surgeries

Worked in, including:

- maintaining dental equipment on a routine daily basis
- maintaining a clean and tidy working environment within the dental suite
- ensuring that clinical output information is returned promptly on a monthly basis

In conjunction with the Senior Dental Nurse, management of the dental nurse with whom a direct relationship exists.

Training for dental nurses/employees as required by the Service.

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 professional development. This may involve activities required to demonstrate accreditation according to GDC guidance.

Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act and Policies and of CDS CIC.

Key Outcomes :

Patient's dental care needs accurately assessed and appropriate dental treatment and preventive care delivered. Clinical sessions booked efficiently, and activity recorded accurately to the appropriate standard.

Referrals assessed and treatment commenced within 13 weeks of receipt by the referrals team.

Consolidate and develop clinical skills required to care for patients of the special care dental service as part of personal development plan. This may involve secondments to other services within CDS CIC

The list of work output is not exhaustive and may be changed after consultation with the post

holder.

Additional Information for candidates

- Post** : Dental Officer
- Salary** : £47,653 - £71,479 per annum
- Bases** : Westcotes Dental Clinic, Fosse Road South, Leicester, LE3 0LP
Merlyn Vaz Health & Social Care Centre, Spinney Hill Road, Leicester, LE5 3GH
- Hours** : The normal hours of work will be 37.5 hours per week 5 days/7.5 hours per day. However, the post holder will need to be flexible with regard to normal hours to fit in with the times of sessions worked at other clinics and hospital settings which can include Saturdays. Currently, all clinics work between 8.30am and 4.45pm Monday – Friday. Epidemiology fieldwork may require flexible working times that are convenient with the client group. There may be a requirement to work on Saturdays depending on service need.
- Contract** : Permanent
- Registration** : The post holder must be registered and maintain registration as a Dental practitioner with the General Dental Council
- Performer Number:** The post holder must have and maintain an NHS Primary Dental Care Performer Number.
- Travel:** : The individual must be able to travel to all CDS premises. CDS pays a mileage rate.
- Uniform** : The Service has a uniform policy and surgery uniform is provided.

Membership of Professional Defence Organisation:

You will be indemnified by CDS CIC for all work undertaken as part of your contract of employment with CDS CIC.

Disclosure and Barring Service Clearance:

CDS-CIC will apply for a disclosure in accordance with the Disclosure and Barring Service (DBS) Code of Practice and confirmation of this will be required before posts may be taken up. Information on disclosures is available via the DBS website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

[barring-service](#)

Working in the Community Dental Service Emergency Dental Rota:

There is no requirement to participate in an emergency dental rota in Leicestershire at present.

Medical Questionnaire: The appointment is subject to completion of a satisfactory medical questionnaire which may involve a medical examination. The post holder may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing authority.

Annual Leave: The post holder will be entitled to leave at the rate of 27 to 32 days a year pro rata plus 8 statutory bank holidays.

Conflict of interest: Employees are required to declare at interview any outside interest, which may conflict with the interests of the Company.

PERSON SPECIFICATION - DENTAL OFFICER

ESSENTIAL	DESIRABLE
Qualifications	
Registered Dental Qualification, e.g. BDS Full driving licence with car available Evidence of Vocational Training or equivalent Full registration with the General Dental Council Hold a full NHS Primary Dental Care Performer number	
Skills	
Able to communicate at all levels in writing and verbally Good command of written and spoken English	
Experience	
Clinical experience with additional needs, children and adults Experience of treating children and adults with urgent dental needs Experience of clinical audit	a) Experience of working with the Community Dental Service b) Experience of providing care under sedation
Knowledge	
Knowledge of the CDS and its role in the delivery of dental care Knowledge of GDC standards	Awareness of public health issues Awareness of issues relating to people of ethnic minorities
Capacity to Learn	
Ability to absorb Health, CDS and Departmental standards and procedures, including Health & Safety at Work regulations Record of CPD Understanding of own limitations and development needs	Able to work to protocols
Personal Characteristics	
Smart, punctual, common sense, patience Adaptability, able to work within a team Mature, professional approach Demonstrates commitment	

Competencies

Competency	Responsibilities
1. Clinical	
Patient examination and diagnosis	Undertakes thorough examination and assessment of patients
Treatment planning and patient management	Plans and manages care for a range of patients
Health promotion and disease prevention	Plans, develops implements and evaluates appropriate interventions to prevent disease and promote health for individual patients
Medical and dental emergencies	Can identify commonly occurring emergencies and leads the dental team in the appropriate first line management of the emergency, using appropriate techniques, equipment and drugs
Anaesthesia and pain control	Uses appropriate local anaesthetic and patient management approaches to control pain and anxiety during dental treatment
Sedation general anaesthesia	Is trained in the use of sedation or treatment under GA where required
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 extractions
Non-surgical management of hard tissues of the head and neck	Undertakes the 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 teeth in an effective way
Restoration and replacement of teeth	Undertakes the diagnosis, selection of appropriate restorative technique and the delivery of restoration or replacement of teeth in an effective way

Competency	Responsibilities
2.Communication	
Patient and family	Communicates with a range of patients and their families on individual clinical issues
Clinical team and peers	Communicates with all members of the clinical team and peers in an appropriate manner
Other professionals	Communicates appropriately with all other health and social care professionals involved in the care of patients

Competency	Responsibilities
3. Professionalism	
Ethics	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
Patients	Offers and provides care to patients within a sound ethical and professional framework
Self	Demonstrates a professional clinical approach including participation. In appraisal, peer review, clinical audit and continuing professional activities
Clinical team and peers	Behaves in a professional way towards the clinical team and peers and Understands his/her responsibilities with regard to issues such as poor or under Performance

Competency	Responsibilities
4. Management and Leadership	
Personal and Practice organisation	Responsible for the running of the immediate clinical environment and the immediate dental team
Legislative	Understands the legislative framework governing the delivery of oral health care in England
Financial	Understands the financial framework governing the delivery of oral health care in England and the constraints that might impose on service delivery
Leadership and training	Understands and puts into practice the leadership of the immediate dental team
Additional management competencies	Understands responsibility for health and safety issues
Governance	Participates in clinical governance

Competency	Responsibilities
5. Teaching and Training	
Training	Participates in the training of individuals on a local clinical basis
Teaching	May undertake teaching/supervision as part of a predetermined programme
Epidemiology	Participates in dental epidemiological fieldwork
Research	Participates in clinical research under the direction of approved and registered research lead

GENERAL TERMS OF EMPLOYMENT

Professional Registration

If professional registration applies, the post holder should work in accordance with their professional body's Code of Conduct. Evidence of continuous registration is a requirement of employment with Community Dental Services CIC (CDS).

Probationary Period

CDS operates a 6 month probationary period in accordance with its policy and procedure on Probation Periods.

Personal Development

The post holder will be expected to undertake ongoing personal and professional development commensurate with the responsibilities of the post. It is specifically expected that the post holder will avail him/herself of any opportunities of mentorship and development offered.

Role Development

The duties and responsibilities contained within this job description are indicative but not exhaustive. The post holder may be required to undertake other work consistent with their grade. As CDS develops the requirements of the post may change. The post holder will be fully involved and consulted as such changes occur.

Legal and statutory requirements

The post holder must be aware of and adhere to CDS policies and procedures that are relevant to their post

Confidentiality and the UK Data Protection Act 2018 – the post holder will be expected to maintain complete confidentiality as a condition of employment. Information relating to patients, other employees or which is acquired for the purposes of employment may only be disclosed with the express permission of the appropriate manager.

All employees must comply with the Equality Act 2010 and must not discriminate on the grounds of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, gender reassignment, political affiliation or trade union membership or any other grounds.

As part of any recruitment process Community Dental Services, (CDS) collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by CDS on paper or in electronic format. Further information regarding the Data Privacy Notice can be found on the CDS website.

Safeguarding Vulnerable Children and Adults and Promoting their Welfare

All employees are expected to;

- Adhere to CDS and Local Safeguarding Children Board policies/procedures and professional codes in relation to safeguarding children and vulnerable adults.
- Undertake the appropriate level of mandatory training in this area.
- Report any concerns to the appropriate authority.

Care Quality Commission (CQC)

All employees of CDS are required to participate in the collection of evidence to support the organisation's CQC registration requirements.

Infection Control

All employees have duties under the Health and Safety at Work etc. Act 1974, and Management of Health and Safety Regulations 1999, which have a bearing on the prevention and control of infection, in particular:

While at work, every CDS employee must take care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

All employees must comply with infection control policies and protocols and recognise their responsibility to their patients and colleagues in maintaining high standards of hygiene practice.

Employees have a duty not to intentionally or recklessly interfere with or misuse anything provided for in the interests of health, safety and welfare.

Employees are required to use correctly all work items provided by CDS, such as machinery, equipment, dangerous substances and safety devices etc. in accordance with the training and instructions they receive to enable them to use the work items safely.

Employees are required to bring to the attention of CDS managers, without delay, any work situation which might present a serious and imminent danger to themselves or others. Employees should notify CDS managers of any shortcomings in health and safety arrangements, even when no immediate danger exists, so that CDS can take what remedial action is necessary.

Patient and Public Involvement

As part of its ongoing commitment to improving patient experience and involving local community members in service development, all employees working for CDS are expected to be proactive in identifying community priorities and issues, in line with the CDS strategy for patient and public involvement.

Records Management

Every employee is expected to keep accurate and well maintained records that meet the requirements of the CDS records management strategy and in accordance with any relevant legislation, such as the Freedom of Information and Data Protection Acts.