

## JOB DESCRIPTION

### JOB DETAILS

**Job title:** Dental Officer – Specialist Dental Service

**Job code:**

**Band:** Band A

**Location:** Countywide

**Accountable to:** Clinical Director – Community Dental Service

### JOB PURPOSE

- The post holder will be expected to provide comprehensive clinical care to adult and paediatric patients who meet the criteria to access special care dentistry within the Community Dental Service. The post holder is also expected to provide emergency clinical care for patients with special dental requirements.
- To provide dental services as agreed with the Clinical Director, to support service responsibility in delivering essential standards of quality and safety that meet the requirements of the Care Quality Commission.

### DIMENSIONS

To provide special care dental services to service users with varying degrees of complexity on referral from General Dental Practitioners and other health and social care professionals.

### CORE KEY RESPONSIBILITIES

#### **Clinical:**

- Provide a full range of high quality oral health care for children and adults whose special needs have prevented them from accessing dental care through the General Dental Service. This will include providing care in a variety of settings, including clinics, hospitals and domiciliary, being adaptable to the different situations and working environments.
- To provide urgent dental care for patients who have been unable to access treatment with a general dental practitioner.
- To identify commonly occurring medical emergencies and lead the dental team in providing appropriate first line management of the emergency, using appropriate techniques, equipment and drugs.
- Use appropriate local anaesthesia and patient management approaches to control pain and anxiety during dental treatment, may include the use of sedation.
- Clinical care will include the treatment of periodontal conditions, routine exodontia and/or simple surgical procedures, provision of appropriate restorative techniques.

- Undertake appropriate investigations during patient examination to determine the need for specialist advice and completion of onward referral as appropriate.
- Administration associated with these duties including completion of appropriate NHS forms.
- Take part in epidemiological surveys as required by the service.
- Involvement in Oral Health Promotion activities as required.

### **Management and leadership:**

- Responsible for running own immediate clinical environment and team.
- Understands the requirements of the NHS dental regulations.
- Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act, and the policies of Gloucestershire Health and Care NHS Foundation Trust.
- Participates in clinical governance and peer review.

### **Professionalism:**

- Demonstrate a professional clinical approach, to include participation in peer review, audit and appropriate Continuing Professional Development relevant to the requirements of the service and professional registration.
- Post holder must comply with standards for dental professionals as required by GDC.
- It is a requirement that the post holder takes part in the annual appraisal scheme and maintains the clinical and other competencies required for a Band A dentist, these will be evidenced in a Personal Portfolio. The appraisal process includes working towards a personal development plan.
- Behaves in a professional way towards the clinical team and peers and understands own responsibilities with regards to issues such as poor or under performance.

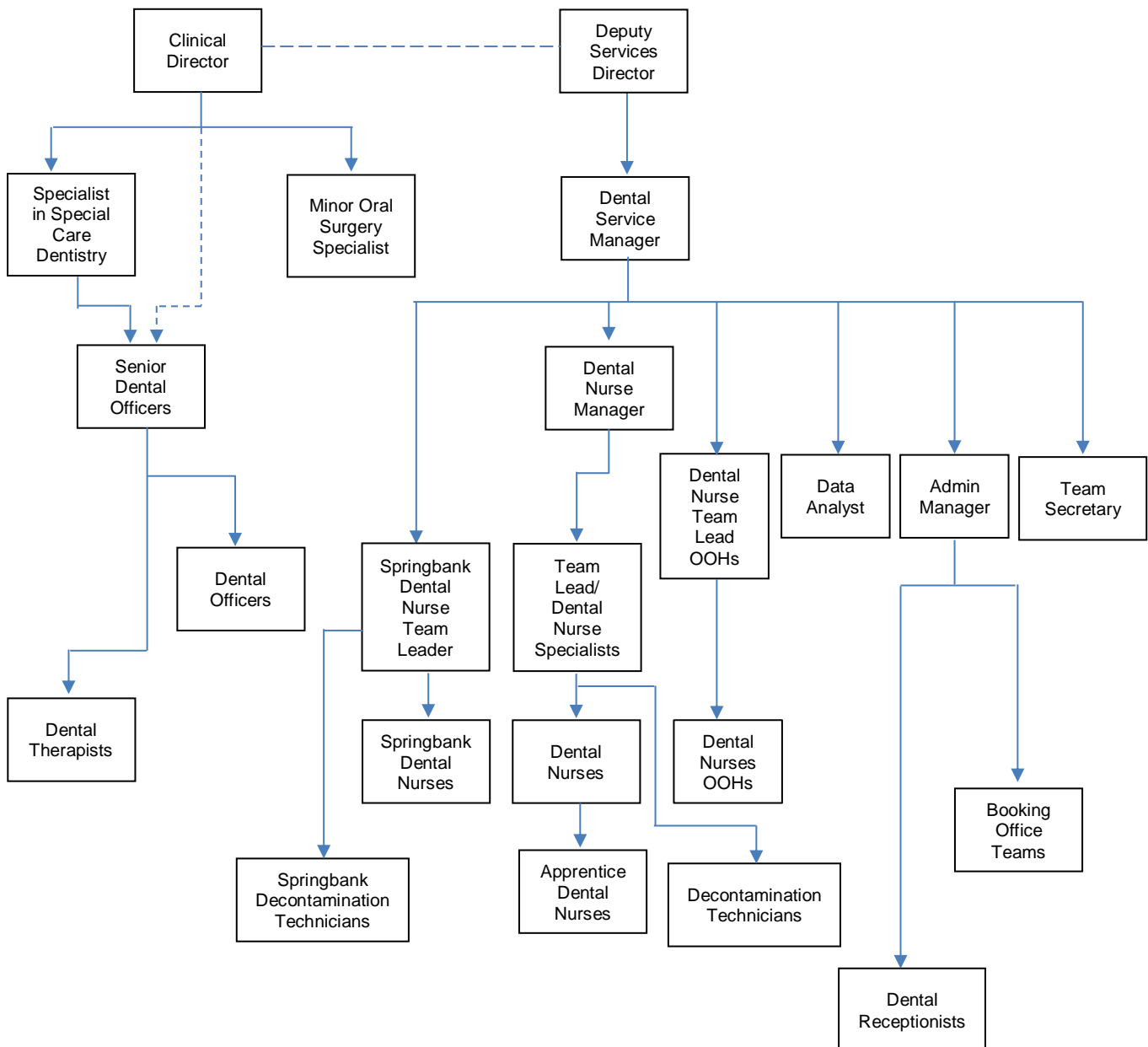
### **Additional Information:**

The post may involve regular travel between clinics across Gloucestershire and attendance at meetings.

Dental officers may be required to work at any of the countywide sites providing dental services to cover emergency staffing situations or to facilitate improved quality of care or skill mix for the benefit of the patient.

This is not an exhaustive list and, is subject to regular review, in order to meet the changing needs and requirements of the service.

## ORGANISATIONAL CHART



## COMMUNICATIONS AND WORKING RELATIONSHIPS

- Communicate effectively with a range of patients, and their families and carers, on individual clinical issues.
- Communicate with all members of the clinical team and peers in an appropriate manner.
- Provision of professional advice and support to other health workers.
- Liaison with stakeholders and other dental care providers including within the GDS and Hospital services.

## **EFFORT AND HEALTH & SAFETY FACTORS**

- The ability to work for long periods standing or sitting.
- The ability to adapt to work in service users home environment if required which can involve working in cramped conditions.
- Use of reasonable adjustments to deliver specialist dental care.
- Use of specialist equipment e.g. wheelchair tipper, bariatric chair.
- Travelling countywide to deliver domiciliary care as required.

## **MOST CHALLENGING PART OF THE JOB**

Able to adapt to deliver high quality, patient centred dental care appropriate to the complexity of the person's needs.

## **GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES**

The following are applicable to all posts and all employees:

### **Trust Values**

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

### **General Duties**

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

### **Professional and Personal Development**

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

### **Infection Control**

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

### **Health and Safety**

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

### **Confidentiality**

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

### **Safeguarding: Adults and Children (Section 11 of the Children Act 2004)**

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

### **Freedom of Information**

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

### **Working on Non-Trust Premises**

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

### **Smoke Free Premises**

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore, all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

### **Diversity and Promoting Dignity at Work**

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is, therefore, the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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