



**Royal Devon University Healthcare NHS Foundation Trust**

**Job Description**

**Senior Dental Officer – Salaried Dental Service**

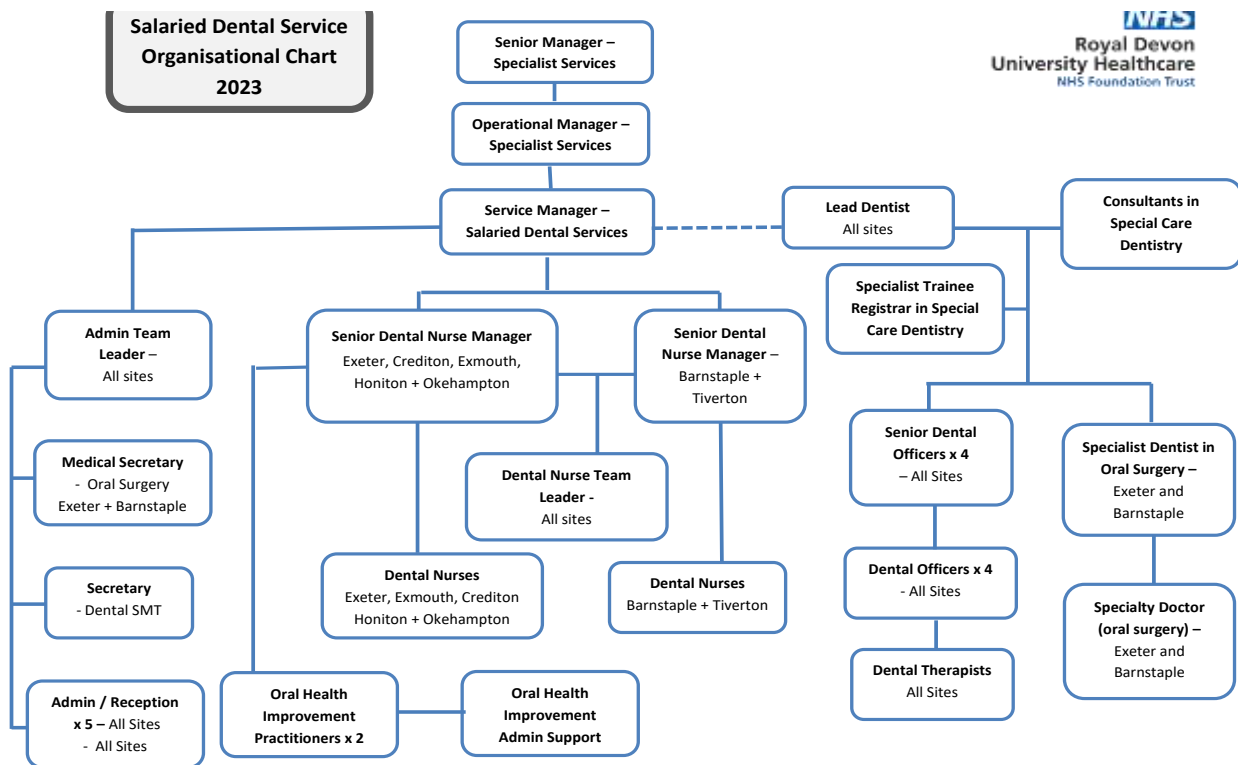
<b>Salary scale</b>	Band B - £74,126.00 - £86,701.00 (including performance based increments), pro rata for part time
<b>Hours</b>	30 hours a week – 4 days
<b>Location</b>	Royal Devon Healthcare NHS Foundation Trust, Salaried Dental Service. Main base will be Barnstaple with an expectation to work 1 day per week in Exeter. In addition, some cover of other Satellite clinics may be required.
<b>Responsible to</b>	Service Manager
<b>Accountable to</b>	Clinical Lead

**Purpose of the Job:**

- The postholder will be expected to provide comprehensive, advanced clinical care to patients within the Special Care Dental Service This may include providing comprehensive dental care under conscious sedation or general anaesthesia where appropriate. The postholder is also expected to provide clinical care for patients with special dental requirements attending the Urgent Care Dental Service.
- To contribute to the work of the senior management team for the dental service, having a role in development of strategy and operational objectives for the service through the line management structure and working with the Service Manager and Clinical Lead, assisting and deputising when required.
- To take a lead role as SDO in areas agreed with the Service Manager and Clinical Lead, to support service responsibility in delivering essential standards of quality and safety that meet the CQC provider requirements.

**KEY RELATIONSHIPS:**

- Service Manager
- Clinical Lead
- Senior Dental Officers
- Senior Dental Nurses
- All clinical dental staff and service administration staff
- Clients and carers
- Other primary care providers to special needs groups
- Dental Institute
- General Dental Practitioners
- General Medical Practitioners
- Secondary Care Clinicians
- Local special needs centres



## **RESPONSIBILITIES**

### **CLINICAL**

- Work with the Service Manager and the Clinical Lead to plan appropriate services for selected special care groups
- Provide full range of high-quality oral health care for adults and children whose special needs have prevented them from accessing dental care through the General Dental Service. This would include providing care in a variety of settings, such as clinics, hospitals and on a domiciliary basis, being adaptable to the different patient needs and working environments.
- Provision of urgent care to patients who do not have a regular general dental practitioner.
- Provision of dental treatment under General Anaesthetic in a hospital Day Case Unit, or conscious sedation in the clinic.
- Lead on and participate in screening programmes and epidemiological surveys, including planning, analysing and reporting findings.
- Assist in the development of oral health promotion activities involving children and other groups as required.
- Maintain professional knowledge and awareness of current dental issues, especially regarding their areas of special interest. This will include liaising with other Special Care Practitioners within the South West.
- Liaise and develop close links with hospital consultants, other health colleagues and colleagues working with other agencies in identifying and providing care for people with special needs.
- Provision of professional advice and support to other health care professionals.
- Carry out administration associated with these duties including completion of appropriate NHS forms
- Take part in personal development and clinical appraisal.
- To be aware of and apply the Trust policies and procedures within the scope of delegated responsibility.
- Take responsibility for identifying risks, and taking action to control them as appropriate to the post.

### **MANAGERIAL**

- Line Management responsibility including induction, training, mentoring and appraisal for a team of Band A Dentists, Dental Therapists and Hygienists and Post Graduate trainees as required.
- Ensure competency framework component of the dental contract is appropriately implemented and effectively monitored to ensure consistent, high quality clinical care is provided.
- As a member of the Senior Management Team, actively participate in the strategic development, operational implementation and running of the service.
- Adapt flexibly to changes which occur in the service and assist in implementing such changes, as agreed with the Commissioners.
- Participation in the recruitment and selection of Dentists and Dental Care Professionals
- Responsibility for day to day management of a clinic or clinics if required.
- Contribute to day to day management of Dental Nurses if required.

- Contribute to the service's Clinical Governance programme in ways relevant to their role and as defined by the Head of Service and the Clinical Lead. This will include:
  - working according to evidence-based clinical protocols and guidelines as agreed within the service
  - strict observance of all relevant risk management procedures, including health and safety guidelines
  - being willing to have work audited and/or to take part in carrying out appropriate audits
  - working with other staff to develop professional, management and user standards which have the best care of patients as their focus
  - complying with agreed professional, management and user standards throughout the dental service
- Demonstrate a professional clinical approach, to include participation in peer review, clinical supervision and appropriate Continuing Professional Development relevant to the requirements of the service.
- Participate in organising clinical training programmes and delivering training and support to the dental team as required.

## **OTHER**

- Undertake programmes of research as required and agreed with the Service Manager.
- 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 involve regular travel between clinics across Northern Devon Healthcare NHS Trust as required.

**Note:** To meet the needs of the service and minimise clinical risk the post holder may be required to work in other areas as appropriate and as directed by their Line Manager / Service Manager.

## **TRUST POLICIES**

The post-holder will be expected to work in accordance with Trust policies and guidelines at all times

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm. Northern Devon Healthcare Trust ensures that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

### **SAFETY AT WORK**

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

### **INFORMATION SECURITY**

The post-holder will be expected to adhere to the Information Security Policy of the Trust at all times – in particular, ensuring that there are no breaches of confidentiality as a result of the individual's actions.

### **NO SMOKING**

Northern Devon Healthcare Trust is committed to a policy which actively discourages smoking and offers support to staff who wish to stop smoking.

### **EQUAL OPPORTUNITIES**

Northern Devon Healthcare Trust operates an equal opportunities policy and expects staff to have a commitment to equal opportunities policies in relation to employment and service delivery.

### **REVIEW OF THIS JOB DESCRIPTION**

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

Full training and support will be provided where required

July 2023

## SALARIED DENTAL SERVICE

### Person Specification Senior Dental Officer

Essential:	Desirable:
<p>Full GDC registration</p> <p>Eligible for a Dental performer number</p> <p>Driving licence with access to a vehicle</p> <p>Postgraduate qualification in Special Care Dentistry or postgraduate training in a relevant clinical subject or equivalent experience</p>	<p>Specialist in Special Care Dentistry</p>
<p>Excellent communication skills, both written and spoken</p> <p>Ability to lead and work as a member of a team</p> <p>Ability to prioritise workload and supervise workload of others</p> <p>Good planning and organisational skills</p> <p>Computer literate and willingness to learn practice software</p>	<p>European Computer Driving Licence</p> <p>Experience of successful team leadership and management</p>
<p>Completion of vocational training</p> <p>Excellent clinical skills</p> <p>Experience and skills in treating patients with special needs</p> <p>Understanding and evidence of participation in clinical audit and clinical governance</p> <p>Commitment to Continuing Professional Development</p> <p>Evidence of participation in peer review and clinical supervision</p>	<p>Wide experience of primary dental care provision</p> <p>Experience of treating patients under conscious sedation and General Anaesthetic</p>
<p>Excellent time keeping and punctuality</p> <p>Ability to work under pressure</p> <p>Adaptable, able to cope with change</p> <p>Maintains good sense of humour</p> <p>Flexibility to work on different sites across the trust as required</p> <p>Willingness to participate in out of hours cover as required</p> <p>Ability to maintain good working relationships with colleagues</p>	