

Royal Devon University Healthcare NHS Foundation Trust

Job Description

Fixed Term Career Development Post –

Clinical Fellow in the Salaried Dental Service

# **Salary scale** £55,329, pro rata for part-time.

**Hours**  Full time or Part time Fixed Term Post until 31st August 2025

**Location** Royal Devon University Healthcare NHS Foundation Trust, Salaried Dental Service.

Main base either Exeter or Barnstaple with the option to work 1 day per week in Barnstaple or Exeter (depending on base).

**Reporting to** Service Manager/Clinical Lead/Specialist Oral Surgeon/Consultants in Special Care Dentistry

**Purpose of the Job:**

This clinical fellow post is for a fixed term of 10 months within the Royal Devon Salaried Dental Service, and an exciting opportunity for the successful candidate to develop their skills and knowledge in all aspects of special care dentistry, including oral surgery. The post holder will have ready access to supervision from more senior staff.

The post holder will be required to actively undertake direct patient care and they will be able to pursue further career development activities such as quality improvement, audit, journal club, presentations, publications and teaching. This post will also be of interest to those wishing to grow or enhance their dental portfolio for future specialist training applications.

The post can be full or part time, as desired, and will be based in both Primary and Secondary Care in Exeter and Barnstaple under the supervision of:

* Dr Camilla Boynton, Consultant in Special Care Dentistry, Training Programme Director in Special Care Dentistry for the South
* Dr Rebecca Iles, Consultant in Special Care Dentistry
* Dr Matthew Heming, Specialist Oral Surgeon, Clinical Lead
* Dr Daniel Knibb, Specialist in Special Care Dentistry
* Dr Hiral Patel, Senior Dental Officer/Conscious Sedation Lead

Additional attachments and/or projects may also be arranged at other specialist centres and teaching hospitals within the region. The team have excellent external professional networks, and regularly collaborate with the regional Sedation Network, Managed Clinical Networks (Special Care Dentistry, Paediatrics and Urgent Care) and Dental Public Health, South West Cleft Service, Bristol and London teaching hospitals.

RDUH Salaried Dental Service provides dental care services to all the patient groups accessing the Salaried Dental Service. Treatment modalities include non-pharmacological behaviour management techniques, acupuncture, conscious sedation and treatment with general anaesthetic. There will be opportunity to work within a supportive senior clinical team, where the postholder can provide treatment in our special care clinics and hospitals, as well as domiciliary care. We work closely with our Oral Surgery colleagues within the service, and with multidisciplinary teams, including Learning Disability, Oral Health Promotion and Managed Clinical Network colleagues.

Attendance at national and international conferences, regional meetings and study days can be supported with prior agreement. Similarly, the successful applicant will also be able to develop professional generic skills and participate in quality improvement, poster presentations, audit and research.

The successful applicant will be supported by a dedicated administrative team, with provision of a desk, access to a clinic computer and printing as required. IT is supported via the Trust IT service, and the R4, Insignia and EPIC dental software platforms.

The Royal Devon University Healthcare NHS Foundation Trust supports a population of more than 615,000 across more than 2,000 square miles of North, East and West Devon. The scale of operation brings opportunities to establish and develop innovative new services to better meet the needs of our patients and our organisation promotes a culture of civility and respect across our teams. We are fortunate to be based in the beautiful South West of England and you can choose between the hustle and bustle of the city of Exeter, the rolling moors of Exmoor or the stunning beaches of North Devon.

**KEY WORKING RELATIONSHIPS:**

* Service Users
* Service Manager
* Clinical Lead
* Consultants in Special Care Dentistry
* Specialists in Special Care Dentistry and Oral Surgery
* Senior Dental Officers/Dental Officers
* Dental Therapists
* Senior Dental Nurses/Dental Nurses
* Administrators/Receptionists
* Other primary care providers to special needs groups
* General Dental Practitioners
* General Medical Practitioners
* Secondary Care Clinicians



**MAIN DUTIES AND RESPONSIBILITIES**

**Patient care**

* Provide high quality, patient-centred oral health care for children, adolescents and adults with additional needs in a variety of settings, including clinics, hospitals and domiciliary settings, being adaptable to the different patient needs and working environments. This will include treatment of people with complex medical needs, learning disabilities, neurodiversity, challenging behaviour, severe mental illness, mobility problems, sensory disabilities, frail older people and other adults who meet our acceptance criteria.
* Work collaboratively with Dentists, Dental Therapists, Senior Dental Nurses and Dental Nurses
* Liaise and work with oral health promotion colleagues, hospital consultants, other health and social care colleagues in providing care for people with special needs.
* To attend the Managed Clinical Network (MCN) in Special Care Dentistry, to collaborate with other Special Care and Community Dental Services in the South West.
* This post will have a base for the purpose of claiming travel expenses and other allowances. Any travel expenses will be paid in line with the Salaried Dentist contract.
* Opportunity to manage patients requiring advanced behavioural management techniques, conscious sedation and general anaesthesia, either at the Royal Devon and Exeter Hospital (Heavitree site) or North Devon District Hospital.
* Obtain informed consent and actively participate in best interests decisions for patient treatment in accordance with the Mental Capacity Act 2005 and Trust Policies.
* Be responsible for data collection and reports as required for the Salaried Dental Service.

## Keep comprehensive, contemporaneous clinical records in the computerised notes and other clinical software systems. The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents, in line with the General Data Protection Act (2018), The Freedom of Information Act and any other relevant statutory requirements.

## Comply with Trust Infection Control Policies and always conduct themselves in such a manner as to minimise the risk of healthcare associated infection.

## The post holder should expect to participate in clinical governance activities, including peer review, audit and clinical supervision to assist the Trust in providing high quality services.

**Education**

* To take an active role in conjunction with other senior clinical colleagues in the teaching of clinical skills to other members of the dental team, as appropriate.
* Undertake training as required by the Trust and continuing professional development to maintain standards of clinical practice. This can include attendance at study days, national conferences and regional Journal Clubs. Study leave can usually be arranged, providing sufficient notice is given for relevant educational activities, (following NHSE/Trust study leave policy).

**Budget Responsibilities**

* This post is not a budget holding post; however, the post holder will be required to support the Business Managers and Clinical Lead in the efficient and effective use of resources.

**Line Management Responsibilities**

* The post holder will not have line management commitments.

**GENERAL INFORMATION**

## This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs, appropriate to operator skill.

**Clinic and Theatre Locations**

Exeter Dental Access Centre

Royal Devon and Exeter Hospital (Heavitree)

Gladstone Road

Exeter

Devon

EX1 2ED

Day Surgery Unit

Royal Devon and Exeter Hospital (Heavitree)

Gladstone Road

Exeter

Devon

EX1 2ED

Barnstaple Dental Access Centre

Health Centre (3rd Floor)

Vicarage Street

Barnstaple

Devon

EX32 7BH

Royal Devon District Hospital

Raleigh Park

Barnstaple

Devon

EX31 4JB

**Trust Values**

Compassion

* Being kind to ourselves and others, showing empathy, sincerity and  
  understanding
* Meeting the needs of others – putting ourselves in others’ shoes
* Treating patients, their families and each other with care and  
  consideration
* Taking time to engage, support, listen and act without judgement

Integrity

* Being open and honest
* Being reliable and trustworthy
* Having the courage to speak up when things go wrong
* Being responsible, accountable and learning from mistakes
* Questioning actions that are inconsistent with our Trust values

Inclusion

* Valuing and celebrating individual differences so we feel like we belong  
  and can bring our whole selves to work
* Respecting different people’s needs, aspirations, priorities, abilities  
  and limits
* Being willing to listen to different views and opinions so all our voices  
  count and are heard
* Being aware of the impact of our own behaviour on others
* Listening and taking action to ensure equity for everyone

Empowerment

* Being trusted and making the best use of resources entrusted to us
* Having the freedom to act and make decisions within clear guidelines
* Being able to share our ideas and have our say
* Sharing our expertise and honest feedback to support our colleagues to  
  learn and grow
* Encouraging and celebrating those who innovate and go the extra mile  
  for our patients and colleagues
* Supporting our patients to have greater autonomy over decisions and  
  actions affecting their health

# **Trust Policies**

The post-holder will be expected to work in accordance with Trust policies and guidelines at all times. Copies of Trust policies can be accessed via the staff intranet or external website, or via your line manager.

**Safeguarding**

## All employees have a duty for safeguarding and promoting the welfare and safety of children and vulnerable adults. The post holder must be fully aware of, and understand the duties and responsibilities arising from, the Children’s Act 2004 and Working Together.

## Staff must be familiar with the Trust’s Child Protection and Safeguarding Adult policies. The post holder should be able to recognise the types and signs of abuse and neglect and know how to raise concerns about the welfare of anyone with whom they have contact. The post holder must and attend regular safeguarding training that is appropriate to their role.

**Safety at work**

## Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974. They must ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

# **Information security**

## The post-holder will be expected to adhere to the Information Security Policy of the Trust at all times and maintain appropriate confidentiality of information relating to personal information of staff and patients and commercially sensitive Trust business.

# **Smoking**

## The Trust operates a ‘non-smoking’ policy and offers support to staff who wish to stop smoking. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

# **Equal opportunities**

## Royal Devon University Healthcare NHS Foundation Trust is committed to achieving equality of opportunity for all staff and service users. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

**Sustainability Clause**

Royal Devon University Healthcare NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to make positive steps to reducing, reusing and recycling wherever and whenever possible.

**ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST**

**SALARIED DENTAL SERVICE**

**Person Specification**

Fixed Term Post – Clinical Fellow in the Salaried Dental Service

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| **Requirements:** | **Essential:** | **Desirable:** |
| **Qualifications** | * Full GDC registration * Dental performer number * Driving licence with access to a vehicle | * ILS, PILS * Postgraduate qualification in Special Care Dentistry, or in a relevant clinical subject, or equivalent experience |
| **Experience** | * Experience of primary dental care provision * Participation in clinical audit * Commitment to Continuing Professional Development | * Experience of quality improvement & wider clinical governance activities * Experience of treating patients with conscious sedation and/or general anaesthetic |
| **Skills** | * Excellent communication skills (written and spoken) * Excellent interpersonal skills * Ability to work in a team * Ability to prioritise workload * IT literate and willingness to learn practice software | * Planning and organisational skills |
| **Disposition** | * Professional at all times * Team player * Good time keeping, reliable * Compassionate * Enthusiastic * Hard working * Approachable * Calm under pressure * Uses initiative * Flexible * Honest |  |

**SUPPLEMENTARY INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Effort** | **Yes** | **No** | **If yes – Specify details here - including duration and frequency** |
| Working in uncomfortable / unpleasant physical conditions | Yes |  | Delivering clinical care in domiciliary settings (occasional). |
| Working in physically cramped conditions | Yes |  | Delivering clinical care in domiciliary settings (occasional). |
| Lifting weights, equipment, or patients with mechanical aids | Yes |  | Assisting the movement of patients in theatre, as required (occasional).  Moving domiciliary dental equipment (occasional). |
| Lifting or weights / equipment without mechanical aids | Yes |  | Carrying Medical Emergency Kit on domiciliary visits (rare). |
| Moving patients without mechanical aids |  | No |  |
| Making repetitive movements | Yes |  | Operative dentistry and keyboard tasks (frequent). |
| Climbing or crawling |  | No |  |
| Manipulating objects | Yes |  | Dental instruments and equipment (frequent). |
| Manual digging |  | No |  |
| Running |  | No |  |
| Standing / sitting with limited scope for movements for long periods of time | Yes |  | Working in dental surgeries and theatres can include sitting or standing for prolonged periods (frequent). |
| Kneeling, crouching, twisting, bending or stretching | Yes |  | For very short periods to deliver dental care whilst being aware of own posture (occasional). |
| Standing / walking for substantial periods of time |  | No |  |
| Heavy duty cleaning |  | No |  |
| Pushing / pulling trolleys or similar | Yes |  | Transportation and use of domiciliary dental equipment in the community (occasional). |
| Working at heights |  | No |  |
| Restraint i.e. jobs requiring training / certification in physical interventions |  | No |  |
| **Mental Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Interruptions and the requirement to change from one task to another (give examples) | Yes |  | Frequent interruptions to schedules for example prioritisation of urgent care patients, requirement to cover sickness/annual leave in other areas of the service (occasional). |
| Carry out formal student / trainee assessments |  | No |  |
| Carry out clinical / social care interventions | Yes |  | Daily delivery of clinical dental care and following Trust Safeguarding pathways (frequent). |
| Analyse statistics | Yes |  | As part of research or clinical governance projects, as appropriate (occasional). |
| Operate equipment / machinery | Yes |  | Daily operation of dental equipment after appropriate training (frequent). |
| Give evidence in a court / tribunal / formal hearings | Yes |  | If required, for example, case conferences, court reports etc (rare, only if required). |
| Attend meetings (describe role) | Yes |  | Participate in local team meetings, regional Managed Clinical Network and other meetings as agreed in job plan (occasional). |
| Carry out screening tests / microscope work |  | No |  |
| Prepare detailed reports |  | No |  |
| Check documents | Yes |  | As required for clinical dental work (frequent). |
| Drive a vehicle | Yes |  | As required for clinical dental work in settings outside base (occasional). |
| Carry out calculations | Yes |  | Pharmacy calculations as required (frequent). |
| Carry out clinical diagnosis | Yes |  | Daily (frequent). |
| Carry out non-clinical fault finding |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Emotional Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Processing (eg: typing / transmitting) news of highly distressing events | Yes |  | As required for example prognosis of tooth e.g., multiple extractions, trauma etc (frequent). |
| Giving unwelcome news to patients / clients / carers / staff | Yes |  | As above. |
| Caring for the terminally ill | Yes |  | Provision of dental care as appropriate (occasional). |
| Dealing with difficult situations / circumstances | Yes |  | Client group includes patients with Additional Needs (frequent). |
| Designated to provide emotional support to front line staff |  | No |  |
| Communicating life changing events | Yes |  | As required for loss of natural teeth (frequent). |
| Dealing with people with challenging behaviour | Yes |  | Part of daily clinical work (occasional). |
| Arriving at the scene of a serious incident | Yes |  | Medical emergency may occur (rare). |
| **Working conditions – does this post involve working in any of the following:** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Inclement weather |  | No |  |
| Excessive temperatures | Yes |  | Surgeries can become quite warm at times, even with access to air conditioning units (occasional) |
| Unpleasant smells or odours |  | No |  |
| Noxious fumes |  | No |  |
| Excessive noise &/or vibration |  | No |  |
| Use of VDU more or less continuously |  | No | Significant VDU use but as part of predominantly clinical role. |
| Unpleasant substances / non household waste | Yes |  | Clinical materials (frequent). |
| Infectious Material / Foul linen | Yes |  | Clinical role (frequent). |
| Body fluids, faeces, vomit | Yes |  | Clinical role - most likely blood and saliva (frequent). |
| Dust / Dirt |  | No |  |
| Humidity | Yes |  | Occasional, according to weather. |
| Contaminated equipment or work areas | Yes |  | Only in context of clinical role. |
| Driving / being driven in **Normal** situations | Yes |  | May be driver or passenger on a domiciliary visit (occasional). |
| Driving / being driven in **Emergency** situations |  | No |  |
| Fleas or Lice | Yes |  | Possibly on some patient interactions (rare). |
| Exposure to dangerous chemicals / substances in / not in containers | Yes |  | As part of clinical role (frequent). However, COSHH processes in place. |
| Exposure to Aggressive Verbal behaviour | Yes |  | Clinical role - also includes patients with additional needs (occasional/rare). |
| Exposure to Aggressive Physical behaviour | Yes |  | Clinical role - also includes patients with additional needs (rare). |