

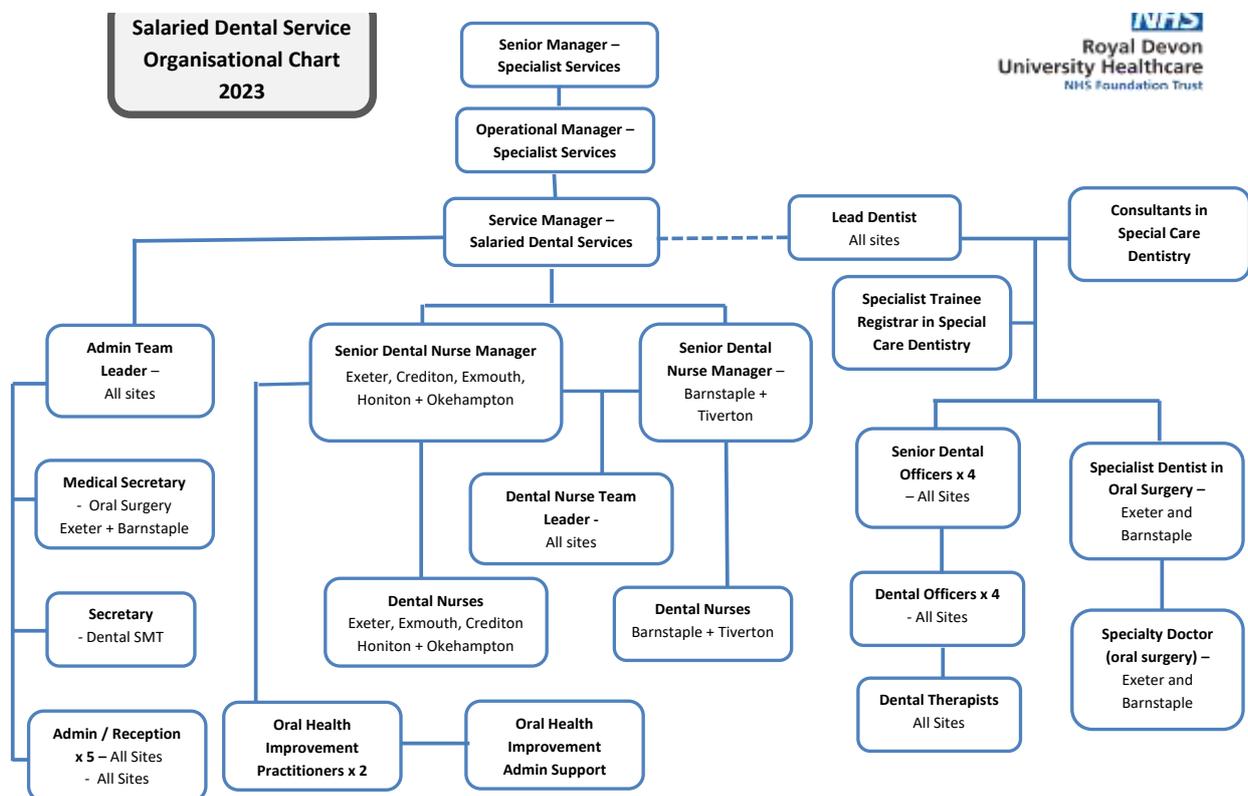
**Job Description**

**Dental Officer – Salaried Dental Service**

Salary scale	Band A £44,955 - £67,433 pro rata per annum (including performance based increments)
Hours	22.5 hours a week, days to be agreed.
Location	Predominant base will be Heavitree Hospital, Exeter, but once established in role there may be an opportunity or need to work in a satellite clinic from time to time depending on service needs.  Satellite clinic located in Tiverton.
Managerially Accountable to	Service Manager
Professionally Accountable to	Clinical Lead

The postholder will have the opportunity to take part in the full range of activities undertaken by the Salaried Dental Service in Exeter, Mid, North and East Devon. This encompasses services for patients with a wide variety of special needs, as well as providing a dental access service for those members of the community who have been unable to access treatment with an NHS General Dental Practitioner.

**ORGANISATIONAL CHART**



### **Key working relationships**

- Service Manager and Senior Management Team
- Medical, dental and nursing staff within the specialty group
- Secondary care colleagues
- Other professional staff
- General Dental Practitioners
- Peninsula Dental School
- British Dental Association and Local Dental Council

### **Key responsibilities**

The following list reflects typical duties the post holder would be expected to undertake. This is not an exhaustive list, and may be subject to change, by mutual agreement, in order to meet the changing needs and requirements of the service. Full training and support will be provided where required.

- Full range of treatment for adults and children whose special needs have prevented them from accessing dental care through the General Dental Service.
- Urgent dental care for patients who have been unable to access treatment with a general dental practitioner.
- Full range of treatment for patients where pressure on the service permits
- Dental screening of school children and other groups as required by the service
- Epidemiological surveys
- The provision of professional advice and support to other health workers
- Treatment carried out under General Anaesthetic in a hospital day unit, or sedation at an Access Centre (subject to appropriate experience and/or additional training and support).
- Liaison with other dental care providers including within the GDS and Hospital services
- Administration associated with these duties including completion of appropriate NHS forms
- Involvement in Oral Health Promotion activities
- Management of dental therapists/hygienists if required
- Domiciliary care
- Many involve provision of urgent dental care for prisoners at a surgery within a local prison.
- Opportunity to participate in the Out of Hours Service (on a voluntary basis).

### **Other**

- Provision of services on more than one site as dictated by service requirements
- Take part in personal development and performance reviews
- Take part in clinical audit, peer review and any other clinical governance requirements
- Undertake appropriate Continuing Professional Development relevant to the requirements of the service
- This post involves working with children and vulnerable adults, and will require a Criminal Record Board check.
- Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act, and the policies of the Northern Devon NHS HealthCare Trust.

## **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

You will behave in accordance with the Trust's values of: demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and listening to and supporting others.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

## **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 the 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, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Updated October 2023

**Person Specification**  
**Dental Officer**

<b>Essential:</b>	<b>Desirable:</b>
<p>Full GDC registration</p> <p>Performer number</p> <p>Driving licence with access to a vehicle</p>	<p>Studying towards relevant further qualification</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</p> <p>Planning and organisational skills</p> <p>Basic computer literacy and willingness to learn practice software</p>	
<p>Completion of vocational training</p> <p>Excellent clinical skills</p> <p>Understanding of clinical audit, and clinical governance</p> <p>Commitment to Continuing Professional Development</p>	<p>Wide experience of primary dental care</p> <p>Experience and skills in treating patients with special needs</p> <p>Evidence of participation in clinical audit</p>
<p>Excellent time keeping and punctuality</p> <p>Ability to work under pressure</p> <p>Adaptable, able to cope with change</p> <p>Flexibility to work on different sites as required</p> <p>Willingness to participate in out of hours cover</p> <p>Ability to maintain good working relationships with colleagues</p>	

October 2023