

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Orthodontic Therapist
<b>Reports to</b>	Clinical Nurse Manager, SOPD
<b>Band</b>	Band 7
<b>Department/Directorate</b>	Orthodontic Department, Specialist Surgery

JOB PURPOSE
<p>The post is an integral part of the multidisciplinary team, requiring specialised clinical skills and leadership competencies to promote the effective and economical use of available resources and contribute to the delivery of a budgetary balance. The job holder is accountable for her/his own actions and Orthodontic Therapists should, generally, only work under supervision, but can in turn supervise others.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Provide an orthodontic service implementing care plans and performing complex orthodontic procedures.</li> <li>• Provide a specialist contribution to the clinical management of patients requiring orthodontic treatment working in collaboration with multidisciplinary professionals in order to improve patient care.</li> <li>• Conduct research and audit on delivery of patient care.</li> <li>• Facilitate and participate in audit and quality assurance programmes, and promoting evidence-based practice.</li> <li>• Responsible for the teaching, mentoring and assessment of students, trainees and professional staff therefore promoting a learning culture.</li> </ul> <p>Based on the General Dental Council scope of practice:</p> <ul style="list-style-type: none"> <li>• Clean and prepare tooth surfaces ready for orthodontic treatment</li> <li>• Identify, select, use and maintain appropriate instruments</li> <li>• Insert passive removable orthodontic appliances</li> <li>• Insert removable appliances activated or adjusted by a dentist</li> <li>• Remove fixed appliances, orthodontic adhesives and cement</li> <li>• Identify, select, prepare and place auxiliaries</li> <li>• Take impressions</li> <li>• Make a patient's orthodontic appliance safe in the absence of a dentist</li> <li>• Fit orthodontic headgear</li> <li>• Fit orthodontic facebows which have been adjusted by a dentist</li> <li>• Take occlusal records</li> <li>• Take intra and extra-oral photographs</li> <li>• Place brackets and bands</li> </ul>

- Prepare, insert, adjust and remove archwires previously prescribed or, where necessary, activated by a dentist
- Give advice on complex appliance care and oral health instruction
- Provide highly specialist Clinical Technical services and advice on the full range of dental appliances
- Fit tooth separators and bonded retainers
- Keep full, accurate and contemporaneous patient records
- Give appropriate patient advice

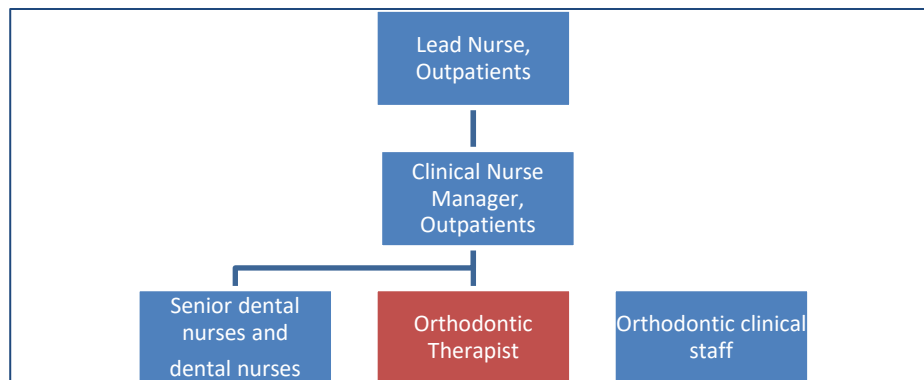
## KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust on a day to day basis. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Orthodontic clinical staff</li> <li>• Senior dental nurses and dental nurses</li> <li>• Orthodontic administrative staff</li> <li>• Orthodontic laboratory staff</li> <li>• Surgical outpatient nurses, clinical nurse manager and lead nurse</li> </ul>	<ul style="list-style-type: none"> <li>• Patients</li> <li>• GDPs</li> </ul>

## ORGANISATIONAL CHART



### **FREEDOM TO ACT**

- Works within clearly defined occupational policies and procedures
- Works on own initiative, following prescription from consultant.
- The post holder will be able to determine the best way of achieving the treatment required.
- Works independently as the lead therapist and will act as a point of reference for less experienced staff or other staff groups. They work under the clinical supervision of a consultant orthodontist who is available for reference as needed.

### **COMMUNICATION/RELATIONSHIP SKILLS**

- Use advanced communication and interpersonal skills. Provide and receive information of a highly complex, sensitive or contentious nature. Deliver written/verbal information in an understandable way to patients and/or relatives/carers, consultants and other healthcare colleagues. Including imparting advice or unwelcome news to patients with potential communication difficulties/barriers to understanding or relatives that could impact on an individual's lifestyle and where clarity is required in conflicting situations. This may also include dealing with verbal complaints.
- Provide orthodontic treatment to patients that have a wide range of needs and concerns such as dental anxiety. The post holder will need to be able to communicate potential complex information to ensure that any barriers that the patient may have to understanding the treatment is explained clearly.
- Work as part of the multidisciplinary team fostering good interdepartmental relationships and helping to achieve high morale for patients and staff and continuous quality improvement.
- Lead and promote programmes of health education and health promotion and involve patients and carers appropriately in decision-making.
- Utilise first line resolution skills to deal with complaints and liaise with management team as required.
- Deal effectively and sensitively with patients' issues collaborating with the PALS service, following the Trust Policy on handling complaints.

### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Ensuring patients meet the oral health standards for ongoing treatment.
- Maintain existing and develop further risk assessment skills to identify potential for damage to oral health and soft tissues of the oral cavity.
- Assess patients' needs (physical, psychological and social) to establish change in condition, work with the Consultant Orthodontist to inform clinical decision making and plan care.
- Maintain existing and develop further risk assessment skills to identify potential for damage to oral health and soft tissues of the oral cavity.
- Assess oral health education needs of each patient providing individual advice and information in orthodontic procedures as appropriate.
- Selection and adaption of appropriate complex techniques for orthodontic treatment and oral health care to suit patients with specific and often complex needs; interprets the patient's needs (neurodivergence/special needs).
- Interprets orthodontic prescriptions, depending upon progress of care.
- Manages patient for emergency orthodontic care.

### **PLANNING/ORGANISATIONAL SKILLS**

- In collaboration with the Consultant, patient and their family (as appropriate), identify their individual care needs when formulating a management plan, ensuring a holistic approach to care.
- Manage own clinics and appointments, liaising with patients and clerical staff to ensure the care pathway is well organised.
- Establish clear, positive and credible leadership within the clinical team, promote and support the maintenance of a cohesive multi-disciplinary and multi-organisational team.
- Monitor and ensure cleanliness and infection prevention/control measures are adhered to.
- Report any untoward incidents in accordance with Trust policy.

- Maintain up to date records and ensure that confidentiality is respected at all times.
- Maintain a commitment to improving the quality of service provided.
- Assess new instruments in terms of performance and feedback evaluation.
- Ensures effective and efficient use of resources.

## **PATIENT/CLIENT CARE**

- Undertake fundamental and advanced orthodontic therapy duties within Trust policies, procedures and guidelines, providing feedback on issues or concerns.
- Ensuring patients meet the oral health standards for ongoing treatment in relation to the patient's prescription or treatment plan. This will involve understanding the patient's needs and requirements and overcoming any challenges to ensure that the patient has the full understanding of the plan.
- Ensure all communication with other clinical staff is clear due to the sometimes complex nature of the appliances that are required for the patients care and treatment. This may be electronic or as an illustration/text.
- Access, analyse, plan and implement highly specialist care programmes in consultation with the Consultants. This may require input into any national databases as well as to complete any reports needed for, or related to patient care utilising computer software where appropriate.
- Discuss and inform patients of the indications for ongoing treatment. Discuss risks, benefits of treatment and possible additional procedures required.
- Discuss risks and benefits of treatment and level of cooperation required by patient.
- Work as an autonomous practitioner and safely carry out complex orthodontic procedures as requested or prescribed by the Orthodontist, within GDC guidelines. This will require a high degree of precision when fitting complex dental orthodontic appliances safely to the patient.
- Assess patient's complex needs (physical, psychological, social and spiritual) to establish change in condition, work with the Consultant Orthodontist to inform clinical decision-making and plan care. This can be emotionally distressing. Identify patients' individual needs and beliefs when formulating a management plan ensuring holistic approach to care in collaboration with the Consultant, patients and their families as appropriate.
- Assist with telephone queries and messages from emergency patients and practitioners in concert with nursing and ancillary staff.
- Manage and provide emergency care in allocated clinic time specific for the treatment of broken braces. Work independently without supervision to relieve pain if no Supervisor is available.
- Quickly assess and respond to patients' needs in emergency situations.
- Maintain existing and develop further skills in carrying out orthodontic treatments accurately as prescribed.
- Provide orthodontic treatment to patients that have a wide range of needs and concerns such as dental anxiety. The post holder will need to be able to communicate potential complex information to ensure that any barriers that the patient may have to understanding the treatment is explained clearly.
- Refer back to referring source at agreed times, but in some cases when the therapist considers it necessary as treatment progresses.
- Assess each patient's health education needs individually providing advice and information on orthodontic procedures as appropriate. This may need the post holder to demonstrate highly developed dexterity, co-ordination and palpatory senses for assessment and treatment of patients. Requirement of highly developed physical skills of precision at speed and extremely high levels of hand/eye and sensory co-ordination.
- Promote health education and health promotion within the team and the hospital.
- Act effectively in an emergency to ensure safety of patients. Trust mandatory training, BLS certificate, annually trained.
- Communicate in writing instructions and information relevant to patient care to their primary care dentist and /or doctor and other clinical staff in the hospital

- Contribute to performance management through the efficient delivery of fundamental and advanced care.
- Actively promote infection control, environmental safety and risk management.
- Work within national policy frameworks relevant to the patient group and specialty area i.e. Child Protection, Vulnerable Adults, Mental Health Act.

#### **POLICY/SERVICE DEVELOPMENT**

- Lead service development in Orthodontic therapy, identify and promote the need for change, motivate the clinical team to embrace change and manage the change process.
- Develop, implement and evaluate new initiatives.
- Assist in the development of clinical policies, protocols and clinical pathways and evaluate the patient outcomes.
- Direct and develop systems and models of clinical and evidence based care which contribute to the quality of the patient experience.
- Actively participate in all aspects of the clinical governance process
- Assist in the development of clinical policies, protocols and clinical pathways and evaluate patient outcomes.
- Undertake fundamental and advanced orthodontic therapy duties within Trust policies, procedures and guidelines, providing feedback on issues or concerns.
- Implements oral health care policies for own area and proposes changes in oral health working practices, impact across different care environments. Service can impact upon Orthodontics and Oral Surgery and into primary care/dental access centre.

#### **FINANCIAL/PHYSICAL RESOURCES**

- Actively promote the effective and economic management of resources available within the Orthodontic Department.
- When required, to monitor supplies and equipment daily to ensure safety and adequate stocks to meet service needs. To liaise with team members to maintain appropriate stock levels and may be involved in ordering/requisitioning/purchasing.

#### **HUMAN RESOURCES**

- Take responsibility and recognise corporate responsibility for the clinical team in NHS Agendas i.e. Investors in People, Agenda for Change, Improving Working Lives, Learning together Working Together, Patient & Public Involvement.
- Establish clear, positive and credible leadership within the clinical team, promote and support the maintenance of cohesive multi-disciplinary and multi-organisational teams.
- Actively participate in departmental meetings.
- Actively participate in the recruitment, selection and retention of staff
- Conduct Individual Performance Review of staff where appropriate and promote the development of staff through effective KSF and CPD planning.
- Actively contribute to the teaching and training of all types of students (Nurses, Specialist Nurses, Hygienists, Undergraduates, Postgraduates and Specialist Registrars) undertaking programmes leading to professional qualifications.
- Delivers training to other staff in the department.
- Participate in the departmental training for new clinical ancillary staff members and new junior medical and dental staff. Participate in lectures/courses organised from time to time by the department. Not involved in delivering core specialist training.

#### **INFORMATION RESOURCES**

- Record personally generated information
- Maintains patient records

- Maintain a patient database of complex cases, maintaining confidentiality of electronically stored personal/manual data, in line with the requirements of the General Data Protection Regulations (GDPR).
- Undertake the measurement and evaluation of own work and current practices through the use of evidence-based practice projects, audit, research and outcome measures. This may include the collection of data including use of databases and spread sheets relating to specific areas of clinical practice and service delivery using a range of research methodologies as part of department/MDT initiatives. Such work may lead to changes to practice or contribute to service protocols.

## **RESEARCH AND DEVELOPMENT**

- Show responsibility for the implementation of evidence based orthodontic therapy care.
- Facilitate and co-ordinate clinical audit projects, in line with trust policy.
- Develop and implement strategies for evaluation of health care interventions.
- Facilitate opportunities and abilities of staff to investigate practice, using appropriate methodological approaches.
- Disseminate best practice through written publications and/or presentations both internally and externally, as appropriate.
- Assist the Orthodontic consultants in delivering the R&D developmental plan for the department.
- Undertake relevant clinical and management/leadership courses to continuously develop specialist knowledge & skills of staff.
- Create and maintain a learning environment and promote a learning culture for all staff and students, promoting the use of E-learning to meet CNST standards whilst providing evidence of achievement.
- Support learners and ensure their understanding of the relevance of R&D to the provision of quality care.
- Continuously develop clinical and management skills and knowledge within the clinical speciality.
- Ensure compliance with Trust Research Governance policies.

## **PHYSICAL SKILLS**

- Carry out complex orthodontic treatment procedures.
- Highly developed physical skills, accuracy important; manipulation of fine tools, materials
- Assembles instruments & equipment for dental & surgical use, manipulation of materials used in dentistry where accuracy is important.
- Assess each patient's health education needs individually providing advice and information on orthodontic procedures as appropriate. This may need the post holder to demonstrate highly developed dexterity, co-ordination and palpatory senses for assessment and treatment of patients.
- Requirement of highly developed physical skills of precision at speed and extremely high levels of hand/eye and sensory co-ordination

## **PHYSICAL EFFORT**

- Frequent sitting, standing in restricted position/occasional moderate effort for several short periods
- Standing for long periods
- Sitting in restricted position when carrying out treatment – 4 hour sessions
- Needs to use precision dental tools and equipment

## **MENTAL EFFORT**

- Up to 7 hours of direct patient contact per day, doing procedures that require fine manual dexterity, whilst soothing anxious patients and parents, and progressing treatment in a timely fashion.
- Daily prolonged concentration when working for long periods of time/managing distressed patients

### **EMOTIONAL EFFORT**

- Frequent exposure to distressing or emotional circumstances
- Deals with patients with oro-facial abnormalities, cleft, significant skeletal issues regularly
- Manages and treats patients with sensory processing issues and neurodivergence that means that they cannot access care in primary care. Deals with phobic children, patients with learning difficulties - daily

### **WORKING CONDITIONS**

- Frequent exposure to uncontained body fluids – saliva and blood.
- Working closely with patients
- Exposure to chlorine based cleaning solutions

### **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling, BLS

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

### **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach

agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

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.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.



# PERSON SPECIFICATION

<b>Job Title</b>	Orthodontic Therapist
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Requirements	Essential	Desirable
<b>QUALIFICATION / SPECIAL TRAINING</b>		
Relevant degree plus specialist training	X	
Masters level qualification or equivalent experience	X	
Evidence of training and qualification of Diploma in Orthodontic Therapy	X	
Specialist training and experience of specific varied client groups with complex needs	X	
Registered with the GDC	X	
Further Adult Education Teacher Certificate		X
<b>KNOWLEDGE/SKILLS</b>		
Understands GDC code of practice and Orthodontic therapist proficiencies and scope of practice.	X	
Knowledge of a wide range of Orthodontic procedures	X	
Aware of how risk management impacts on role as an orthodontic therapist	X	
Understands that safeguarding is everyone's business	X	
Excellent co-ordination, dexterity and sensory skills to carry out complex physical and functional assessments and treatments	X	
To be able to deliver fine precision activities involving periods of intense concentration with manipulation of tools, materials and equipment. Ability to work in a stand or sit in a restricted position for prolonged periods of the clinic.	X	
Ability to prioritise and organise own workload. Ability to work autonomously, acting decisively on behalf of self and others with the use of good problem solving skills	X	
Excellent interpersonal and communication skills, ability to empathise	X	
Experience of managing staff rotas	X	
Computer skills	X	
Evidence of commitment to ongoing professional and personal development	X	

<p>Proven organisational skills in:</p> <ul style="list-style-type: none"> <li>o Data collection for audit and measuring clinical outcomes.</li> <li>o Ethical reasoning and critical reflection</li> <li>o Logical and systematic approach</li> </ul>	X	
<p><b>EXPERIENCE</b></p> <p>Significant post degree and/or diploma experience of working as a Dental Therapist and managing own caseload</p> <p>Experience of planning and managing arrangements for delivery of oral hygiene and dental care to a large group of patients</p> <p>Experience of devising, running and reviewing training both on an individual and group basis</p> <p>Experience in the care of medically compromised patients</p>	X  X  X	X
<p><b>PERSONAL ATTRIBUTES</b></p> <p>Highly motivated and keen to deliver a high quality service</p> <p>Ability to work as part of a multi-disciplinary team</p> <p>Awareness of inclusion and equality issues within the NHS</p> <p>High level of self-awareness and openness to self-improvement</p> <p>Ability to be empathetic and handle difficult or emotional situations</p> <p>Ability to work under pressure, respond and assist others with service problems and clinical supervision coping positively with inter-professional tensions and barriers.</p> <p>Ability to manage stressful situations, emotional or aggressive patients and relatives and to be flexible and manage the situation positively.</p> <p>Committed to improve the experience of service users, accounting for complexity of context, culture and diversity</p> <p>Evidence of high degree of integrity in all professional areas and understands confidentiality</p>	X  X  X  X  X  X  X	
<p><b>OTHER REQUIREMENTS</b></p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust</p>	X	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids (saliva and blood, occasional vomit)	Y				X
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y				X
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s <sup>2</sup> )	Y				X
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y			X	
Heavy manual handling (>10kg)	N				
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			X	
Mental Effort	Y				X
Emotional Effort	Y			X	
Working in isolation	N				
Challenging behaviour	Y		X		