Royal Devon University Healthcare NHS Foundation Trust

Job Description

Dental Officer – Community Dental Service

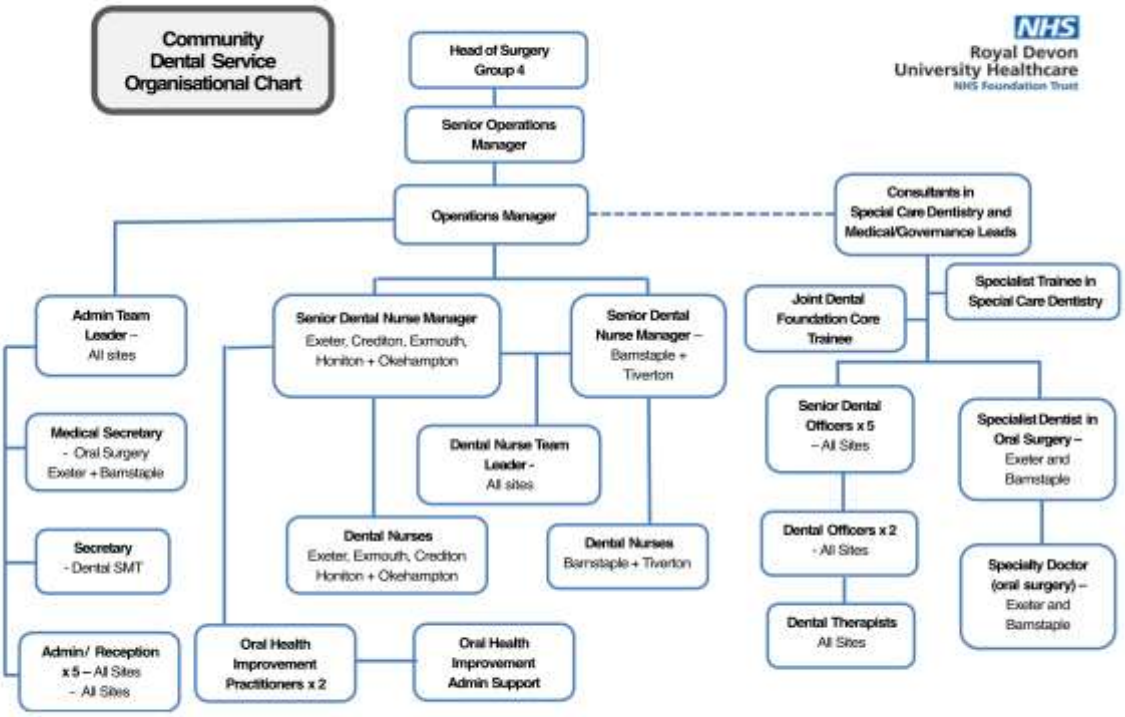
Salary scale	Band A £54,502 – 81,753 pro rata per annum (including performance based increments)
Hours	0.6 WTE (3 days) Substantive
Location	Royal Devon Healthcare NHS Foundation Trust, Community Dental Service. Main base will be Barnstaple with an expectation to work flexibly on occasion in the other non-base sites.
Managerially Accountable to	Operations Manager
Professionally Accountable to	Clinical Lead
Proposed interview date:	Tuesday 8th December

Royal Devon University Healthcare NHS Foundation Trust (RDUH) have an exciting opportunity for a Dental Officer to work in the Community Dental Service. The service is supported by a highly motivated, multidisciplinary team of dentists, dental therapists, post graduate trainees, dental nurses and admin staff.

The postholder will have the opportunity to take part in a wide range of activities undertaken by RDUH Community Dental Service. This encompasses services for patients with a wide variety of complex special needs, who are unable to access treatment in General Dental Practice.

Please contact Camilla Boynton, Consultant in Special Care Dentistry/Medical Lead camilla.boynton@nhs.net or Elaine Reynolds, Senior Operations Manager elaine.reynolds3@nhs.net for an informal chat about how you can develop your career with us.

ORGANISATIONAL CHART



Key working relationships

- Service Users
- Operations Managers
- Medical Lead
- Governance Lead
- Surgical Matron
- Consultants/Specialists in Special Care Dentistry
- Specialists in Oral Surgery
- 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
- Other professional staff
- Peninsula Dental School

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 to provide the following:

CLINICAL

- Routine and urgent oral health care for adults, children and young people with disabilities and additional needs which have prevented them from accessing dental care through the General Dental Service. This includes those who are medically compromised.
- Comprehensive, high quality oral healthcare under local anaesthesia and behaviour management.
- Treatment under General Anaesthetic in a hospital day case unit, or conscious sedation in a community dental clinic (subject to appropriate experience and/or additional training and support).
- Knowledge of and compliance with the Mental Capacity Act (2005).
- Involvement in Oral Health Promotion activities.
- Participate in screening programmes and epidemiological surveys, including planning, analysing and reporting findings.
- Maintain up to date knowledge and skills on clinical techniques and their application to patient dental care.
- Domiciliary care, only if required in exceptional circumstances.
- Provision of clinical dental advice to staff or other health care workers, as appropriate.
- To work collaboratively with primary and secondary care dental colleagues, including other dental care providers within the RDUH Hospital services and regionally, within the South West.
- Liaise and develop close links with medical colleagues, and other allied health and social care professionals, in identifying and providing care for people with special needs.
- Maintain professional knowledge and awareness of current dental issues pertinent to the Community Dental Service and Special Care Dentistry.
- Administration associated with these duties including timely completion of appropriate NHS forms and referrals.

- Provision of services on more than one site if required as dictated by service requirements.

- Recognise and assist with management of medical emergencies within the dental surgery, including a comprehensive knowledge of service emergency drugs protocol and competence for use in medical emergencies.

- To be aware of and apply the Trust policies and procedures within the scope of delegated responsibility.

MANAGERIAL

- Clinical Supervision of Early Careers 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.

- Adapt flexibly to changes which occur in the service and assist in implementing such changes, as agreed with Trust Surgical Care Group Managers and external Commissioners.

- Contribute to the service's Clinical Governance programme in ways relevant to the role and as defined by the Operations Manager, Medical Lead and Surgical Matron. This will include:

    - working in accordance with evidence-based clinical protocols and guidelines, as agreed within the service

    - strict observance of all relevant risk management procedures, including health and safety guidelines

    - complying with agreed professional, management and user standards throughout the community dental service

- Participation in peer review, clinical supervision and appropriate Continuing Professional Development relevant to the requirements of the service.

OTHER

- Flexibility to provide services at more than one site, responding to unexpected challenges as dictated by service requirements.

- Compliance with all the Dental Service clinical policies, including IRMER, Health & Safety requirements, Infection Control, Data Protection and other legislation or procedures relevant to the safe practice of dentistry for both patients and staff.

- Compliance with locally developed Standard Operating Procedures for the Dental Service.

- To take part in all aspects of clinical governance, including peer review and clinical supervision. The post holder will be expected to take part in clinical audit and/or quality improvement projects.

- To undertake regular personal development and appraisal.

- Undertake training as required by the service and appropriate Continuing Professional Development to ensure continuing registration with the General Dental Council.

- Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act, the Care Quality Commission and the policies of Royal Devon University Healthcare NHS Foundation Trust.

- This post involves working with children and vulnerable adults and will require a DBS check.

- Any other duties commensurate with the grade.

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. This job description is to be reviewed in conjunction with the post holder on an annual basis.

Clinic Locations for the Service

Exeter Dental Access Centre
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

Exmouth Dental Clinic
The Annexe
Exmouth Hospital

Claremont Grove
Exmouth
EX8 2JN

Honiton Dental Clinic
Honiton Hospital
Marlpits Road
Honiton
Devon
EX14 2DE

Okehampton Dental Clinic
Okehampton Hospital
Cavell Way
Okehampton
EX20 1PN

Tiverton Dental Clinic
Tiverton and District Hospital
Kennedy Way
Tiverton
EX16 6NT

General Anaesthetic Locations

Day Surgery Unit
Royal Devon and Exeter Hospital (Heavitree)
Gladstone Road
Exeter
Devon
EX1 2ED

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 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.

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, as defined by the Equality Act 2010.

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.

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.

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Royal Devon University Healthcare NHS Foundation Trust

Person Specification
Dental Officer

Essential:	**Desirable:**
Fully BDS qualified GDC registration in the UK NHS Performer number Professional indemnity Driving licence with access to a vehicle	MFDS/MJDF ▪ Studying towards a relevant further qualification
▪ Excellent communication skills, both written and spoken ▪ Ability to work as a member of a team ▪ Ability to prioritise workload ▪ Planning and organisational skills ▪ Basic computer literacy and willingness to learn practice software	
▪ Completion of foundation training ▪ Understanding of clinical audit and clinical governance ▪ Excellent clinical skills ▪ Commitment to Continuing Professional Development	▪ Previous experience of primary dental care ▪ Experience and skills in treating patients with additional needs ▪ Evidence of participation in clinical audit/clinical governance ▪ Experience of treating patients under conscious sedation (inhalational sedation and/or intravenous sedation) and General Anaesthetic
▪ Excellent time keeping and punctuality ▪ Ability to work under pressure ▪ Adaptable, able to cope with change ▪ Flexibility to work on different sites as required ▪ Willingness to participate in out of hours cover ▪ Ability to maintain good working relationships with colleagues	