

## COMMUNITY DENTAL SERVICES

### JOB DESCRIPTION

**POST:** Senior Dental Officer

**MANAGED BY:** Clinical Lead

**ACCOUNTABLE TO:** Clinical Lead

**ROLE SUMMARY:** The post holder will be required to provide clinical cover at a range of sites within Norfolk. The post is essentially that of a senior clinician providing oral care for clients of the Community Dental Service who have additional needs. The post holder will be involved in providing care for Additional Needs groups, including provision of intravenous sedation, inhalation sedation and treatment under general anaesthesia. The majority of the post will be split between community dental clinics in Norwich and Thetford with sessions at other clinics and hospital sites as required.

**RELATIONSHIPS:** Work in conjunction with the Clinical Lead, Operations Manager, Specialists, Chief Operations Director, other Senior Dental Officers, Dental Officers and Dental Therapists, particularly those involved in providing sedation and general anaesthesia within the service. Liaise with colleagues in Community Dental Services, Hospital and General Dental Services.

### PRINCIPAL RESPONSIBILITIES:

1. To provide a wide range of oral care to clients of the Community Dental Services. Client groups include children and adults with special needs (dental anxiety requiring behavioural management, medical complexities, learning disabilities, limitations of personal mobility, physical disabilities, mental health service users, those requiring bariatric services, looked after children.)

This will include:-

- Providing sedation and dental treatment (provider/operator). This may include inhalation and intravenous sedation for clients in Norfolk & Waveney clinics.
- Providing care in dental clinics and on a domiciliary basis, in a mobile dental unit and hospital setting.
- Providing care under general anaesthesia.
- Accepting referrals from colleagues in the Salaried, Hospital and General Dental Services.
- Operate and help develop team dentistry within the Service involving dental therapists and dental nurses in delivering patient care and ensure that the Service operates efficiently and effectively.

2. Assist the Clinical Lead, Specialists and Operations Manager in the management, monitoring, evaluation and development of the Dental Service.
3. Participate in and provide in-service training and continuing education for other members of the Service. Provide clinical supervision for dentists and dental therapists.
4. Participate in epidemiological surveys, on oral health status and oral health care as required.
5. Participate in Clinical Governance, programmes of clinical audit, peer review and other quality initiatives. Undertake in-service training as required and demonstrate and record a commitment to continuing dental education.
6. Produce and maintain accurate records of dental screening, epidemiology and dental care provided complying with CDS's Record Keeping Policies. Complete accurately appropriate NHS forms (eg FP17 forms) and Private dentistry forms. Collect and receipt patients' charges in accordance with NHS and CDS Regulations and ensure safe keeping of monies through banking in accordance with Company's Policies and Procedures. Paper and computer systems will be involved.
7. Produce and maintain accurate management records using computer systems where appropriate.
8. The post holder may be asked to undertake duties in other clinics within the Service and other Health service establishments when required for holiday or sickness relief or temporary redeployment.

## **KEY OUTCOMES**

1. Appropriate clinical dental care and screening provided to a high standard for clients of the Community Dental Service and recognised Professional Standards.
2. Assist the dental team in managing the referrals received and set up procedures to manage the allocation and assessment of referrals among the clinicians working at local clinics.
3. Work with clinicians to ensure effective management of clinical diaries enabling an increase in the number of patients assessed, thereby reducing any backlog of referrals.
4. Actively participate in and contribute to CDS peer review activities.
5. Contribute to review of acceptance and discharge criteria for children and adults.
6. Training, advice and support provided to the service and other members of the dental team.

## ADDITIONAL INFORMATION FOR CANDIDATES

- Post:** Senior Dental Officer
- Salary:** £74,126 - £86,701 per annum
- Bases:** Norwich Thorpe Health Centre, St Williams Loke, Norwich, NR7 0AJ  
Thetford Healthy Living Centre, Croxton Road, Thetford, Norfolk, IP24 1JD
- Hours:** The normal hours of work will be 37.5 hours per week, 5 days/7.5 hours per day. However, the post holder will be required to be flexible with regard to normal hours to fit in with the times of sessions worked at other clinics which can include Saturdays. All sessions fall within the hours Monday to Friday 7.30am – 6.30pm and 7.30am – 4.30pm on Saturday.
- Contract:** Permanent
- Registration:** The post holder must be registered and maintain registration as a dental practitioner with the General Dental Council.
- Performer Number:** The post holder must have and maintain an NHS Primary Dental Care Performer Number.
- Travel:** The individual must be able to travel to all CDS premises. CDS pays a mileage rate.
- Uniform:** The Service has a uniform policy and surgery uniform is provided.
- Membership of Professional Defence Organisation:**  
You will be indemnified by CDS CIC for all work undertaken as part of your contract of employment with CDS CIC.
- Employee Assistance Programme:**  
The health and wellbeing of our employees is paramount and we are able to offer you access to an Employee Assistance Programme (EAP). An EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. Our EAP is delivered by Health Assured – the UK and Ireland’s leading wellbeing provider.
- Disclosure and Barring Service:**  
CDS-CIC will apply for a disclosure in accordance with the Disclosure and Barring Service (DBS) Code of Practice and confirmation of this will be required before posts may be taken up. Information on disclosures is available via the DBS website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Medical Questionnaire:** The appointment is subject to completion of a satisfactory medical questionnaire which may involve a medical examination. The post holder may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing authority.

- Annual Leave** : The post holder will be entitled to leave at the rate of 32 days a year plus 8 statutory bank holidays pro rata.
- Conflict of interest** : Employees are required to declare at interview any outside interest, which may conflict with the interests of the Company.

## **GENERAL TERMS OF EMPLOYMENT**

### **Professional Registration**

If professional registration applies, the post holder should work in accordance with their professional body's Code of Conduct. Evidence of continuous registration is a requirement of employment with Community Dental Services CIC (CDS).

### **Probationary Period**

CDS operates a 6 month probationary period in accordance with its policy and procedure on Probation Periods.

### **Personal Development**

The post holder will be expected to undertake on going personal and professional development commensurate with the responsibilities of the post. It is specifically expected that the post holder will avail him/herself of any opportunities of mentorship and development offered.

### **Role Development**

The duties and responsibilities contained within this job description are indicative but not exhaustive. The post holder may be required to undertake other work consistent with their grade. As CDS develops the requirements of the post may change. The post holder will be fully involved and consulted as such changes occur.

### **Legal and statutory requirements**

The post holder must be aware of and adhere to CDS policies and procedures that are relevant to their post

Confidentiality and the UK Data Protection Act 2018 – the post holder will be expected to maintain complete confidentiality as a condition of employment. Information relating to patients, other employees or which is acquired for the purposes of employment may only be disclosed with the express permission of the appropriate manager.

All employees must comply with the Equality Act 2010 and must not discriminate on the grounds of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, gender reassignment, political affiliation or trade union membership or any other grounds.

As part of any recruitment process Community Dental Services, (CDS) collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by CDS on paper or in electronic format. Further information regarding the Data Privacy Notice can be found on the CDS website.

### **Safeguarding Vulnerable Children & Adults**

All staff are expected to;

- Adhere to CDS and Local Safeguarding Children Board policies/procedures and professional codes in relation to safeguarding children and vulnerable adults.
- Undertake the appropriate level of mandatory training in this area.
- Report any concerns to the appropriate authority.

### **Care Quality Commission (CQC)**

All employees of CDS are required to participate in the collection of evidence to support the organisation's CQC registration requirements.

### **Infection Control**

All employees have duties under the Health and Safety at Work etc. Act 1974, and Management of Health and Safety Regulations 1999, which have a bearing on the prevention and control of infection, in particular:

While at work, every CDS employee must take care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

All employees must comply with infection control policies and protocols and recognise their responsibility to their patients and colleagues in maintaining high standards of hygiene practice.

Employees have a duty not to intentionally or recklessly interfere with or misuse anything provided for in the interests of health, safety and welfare.

Employees are required to use correctly all work items provided by CDS, such as machinery, equipment, dangerous substances and safety devices etc in accordance with the training and instructions they receive to enable them to use the work items safely.

Employees are required to bring to the attention of CDS managers, without delay, any work situation which might present a serious and imminent danger to themselves or others. Employees should notify CDS managers of any shortcomings in health and safety arrangements, even when no immediate danger exists, so that CDS can take what remedial action is necessary.

#### **Patient and Public Involvement**

As part of its ongoing commitment to improving patient experience and involving local community members in service development, all staff working for CDS are expected to be proactive in identifying community priorities and issues, in line with the CDS strategy for patient and public involvement.

#### **Records Management**

Every member of staff is expected to keep accurate and well maintained records that meet the requirements of the CDS records management strategy and in accordance with any relevant legislation, such as the Freedom of Information and Data Protection Acts.

**PERSON SPECIFICATION  
SENIOR DENTAL OFFICER**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	
<p>Registerable dental qualification eg BDS/LDS</p> <p>Full registration with the General Dental Council</p> <p>NHS Performer Number</p> <p>Full driving licence - with car available</p>	<p>Postgraduate qualification in a field appropriate to the role [examples may include MFDS; MJDF; Master in Special Care Dentistry (RCS Edinburgh); Diploma in Special Care Dentistry (RCS England); Higher degree in dental sedation]</p>
<b>Skills</b>	
<p>High levels of competency in dentistry</p> <p>Ability to demonstrate empathy with patients requiring Special Care Dentistry</p> <p>Deliver inhalation and intravenous sedation</p> <p>Good communication and presentation skills – written and verbal</p> <p>Appropriate IT skills</p> <p>Ability to plan and organize</p> <p>Ability to demonstrate understanding of the issues relating to the management of clinical dental services</p> <p>Demonstrate good management/supervisory skills</p> <p>Ability to lead and work as part of a health care team</p> <p>Ability to manage change effectively</p> <p>Demonstrable teaching skills</p> <p>Understanding of the legal and ethical framework within which dentists practice, particularly those pertinent to special care dentistry</p> <p>Ability to appraise scientific literature critically</p>	<p>Experience of inhalation &amp;/or intravenous sedation</p> <p>Providing care under general anaesthesia</p> <p>Ability to analyse and present complex information</p> <p>Language skills other than English</p> <p>Project management skills</p> <p>Evidence of teaching courses and/or teaching qualifications</p> <p>Previous experience as trainer/tutor/examiner e.g. MFDS, FD, CDT</p> <p>Evidence of multidisciplinary working in primary and secondary care plus other external agencies</p>
<b>Experience</b>	
<p>Wide experience of primary dental care</p> <p>Experience in providing dental care for patients with complex co-morbidities including those</p>	<p>Providing domiciliary care</p> <p>Evidence of experience in relationship building with colleagues to develop clinical services</p>

<p>people with additional needs, a learning disability and/or mental health problems and the frail older people</p> <p>Experience in providing dental care using inhalation and/or intravenous sedation</p> <p>Experience in the provision of dental care in a hospital setting, including the provision of care under general anaesthesia</p> <p>Involvement in clinical audit</p>	<p>Experience in teaching &amp; training</p> <p>Experience in clinical supervision</p>
<p><b>Knowledge</b></p>	
<p>Broad knowledge of additional needs conditions</p> <p>Knowledge of NHS Dental Services and current dental issues</p> <p>Demonstrate commitment to continuous professional/personal development, training and reflection</p> <p>Demonstrate an understanding of health and safety management implications and a knowledge of dental issues in relation to health and safety</p> <p>Effective participation in audit, including implementation of outcomes</p>	<p>Hospital experience</p>
<p><b>Personal Characteristics</b></p>	
<p>Well presented</p> <p>Polite</p> <p>Good health and health record</p> <p>Punctual - good time keeping</p> <p>Ability to work under pressure – calm</p> <p>Adaptable to working practices and techniques</p> <p>Keen to develop new ways of working and applying innovation</p> <p>Flexible with time availability i.e. outside normal hours e.g. to attend evening meetings</p> <p>Flexible with travel availability i.e. to attend clinics away from base</p> <p>Motivated to work with clients with additional needs</p>	



