

JOB PROFILE

- Title** : Dental Officer
- Grade** : LD01
- Hours** : 37.5 hours per week, 5 days
- Managed by** : Senior Dental Officer
- Accountable to** : Clinical Lead / Operational lead.
- Job Purpose** : The job exists to deliver dental treatment and preventative care and advice to patients and clients of Community Dental Services Community Interest Company (CDS CIC). This includes care primarily within clinics in Norfolk and Waveney. The post is that of a clinician providing assessment and oral care for clients of the Community Dental Services Community Interest Company (CDS) who have additional needs. The patient mix will be paediatric and adults with additional needs. This will involve working as part of a clinical team and may involve providing or assisting care with sedation and general anaesthesia according to experience.
- Work Output** : **Clinical**
- Work in conjunction with Senior Dental Officer and Specialists in managing oral care for clients. Liaise with colleagues in Community Dental Service, Hospital and General Dental Services as necessary and promote the Service with professional employees and other agencies and promote the Service with professional employees and other agencies.
- Deliver dental treatment and preventative care and education to priority groups including those with:
- Pre-school and school children
 - Dental anxiety and behaviour management issues
 - Patients with special needs - which encompasses the medically compromised, elderly disabled, mental health service users, physically disabled, those with learning disabilities and those with behavioural problems related to receiving dental care
 - Limitations of personal mobility
 - Other physical disability
 - Bariatric needs
 - Other vulnerabilities, e.g. Looked After Children
 - Those with severe dental phobia

(Domiciliary care and working in a mobile dental unit may be involved).

Epidemiological field work may be required

Management of, in a clinical capacity, dental therapists / hygienists / dental nurses as required.

Produce and maintain accurate patient records, complete appropriate NHS forms (eg FP17 forms).

Domiciliary care, working in a mobile dental unit

Treatment under sedation or general anaesthesia, and epidemiological field work are of particular significance as a member of the Special Care Dental Service.

Management of, in a clinical capacity, dental therapists/ hygienists / dental nurses as required.

Produce and maintain accurate patient records, complete appropriate NHS forms (eg FP17 forms). Computer systems will be involved with these processes.

Produce and maintain accurate records of epidemiological field work and dental screening delivered and dental care provided. Paper and computer systems will be involved.

General:

The efficient and smooth running of dental surgeries worked in, including:

- maintaining dental equipment on a routine daily basis
- maintaining a clean and tidy working environment within the dental suite
- ensuring that clinical output information is returned promptly

In conjunction with the Senior Dental Nurse, management of the dental nurse with whom a direct relationship exists.

Training for dental nurses/employees as required by the Service.

Actively participate in clinical governance including undertaking medical and clinical audit, peer review and other quality assurance initiatives.

Undertake in-service training, as required and demonstrate commitment to continuing dental education. This may involve

activities required to demonstrate accreditation according to GDC guidance.

Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act and Policies and of CDS CIC.

Key Outcomes : Patient's dental care needs accurately assessed and appropriate and appropriate, high quality dental treatment and preventive care delivered according to professional standards. Clinical sessions booked efficiently and activity recorded accurately to the appropriate standard.

Referrals assessed and treatment commenced within 18 weeks of receipt by the referrals team.

Consolidate clinical skills following Foundation Training and consolidate skills treating additional needs patients and those with an urgent dental need.

The list of work output is not exhaustive and may be changed after consultation with the post holder.

Additional Information for candidates

- Post** : Dental Officer
- Salary** : £50,512 - £75,767 per annum
- Bases** : Norwich Thorpe Health Centre, NR7 0AJ and
Thetford Healthy Living Centre, 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 may include Saturdays. All sessions fall within the hours Monday to Friday 8.00am – 5.00pm. It may be necessary for the post holder to cover other clinics at times of employee leave, sickness, etc.
- 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.
- Transport** : The post holder should hold a current driving licence and provide a car for use as required in the performance of their duties. Payment for use of the car will be made in accordance with the appropriate conditions of service.
- 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 Clearance:

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 27 to 32 days a year plus 8 statutory bank holidays.

Conflict of interest:

Employees are required to declare at interview any outside interest, which may conflict with the interests of the Company.

PERSON SPECIFICATION - DENTAL OFFICER

ESSENTIAL	DESIRABLE
Qualifications	
<p>Registered Dental Qualification, e.g. BDS</p> <p>Full driving licence with car available</p> <p>Vocational Training</p> <p>Full registration with the General Dental Council</p> <p>Hold a full NHS Primary Dental Care Performer number</p>	
Skills	
<p>Able to communicate at all levels in writing and verbally</p> <p>Good command of written and spoken English</p>	
Experience	
<p>Clinical experience with additional needs, children and adults</p> <p>Experience of treating children and adults with urgent dental needs</p> <p>Experience of clinical audit</p>	<p>Experience of working with the Community Dental Service</p> <p>Experience of providing care under sedation</p> <p>Experience of providing care under general anaesthesia</p>
Knowledge	
<p>Knowledge of the CDS and its role in the delivery of dental care</p> <p>Knowledge of GDC standards</p>	<p>Awareness of public health issues</p> <p>Awareness of issues relating to the care of vulnerable patients</p>
Capacity to Learn	
<p>Ability to practice and uphold CDS, Departmental and wider Healthcare standards and procedures, including Health & Safety at Work regulations</p> <p>Record of CPD</p> <p>Understanding of own limitations and development needs</p>	<p>Able to work to protocols</p>
Personal Characteristics	
<p>Smart, punctual, common sense, patience</p> <p>Adaptability, able to work within a team</p> <p>Mature, professional approach</p> <p>Demonstrates commitment</p>	

Competencies

Competency	Responsibilities
1. Clinical	
Patient examination and diagnosis	Undertakes thorough examination and assessment of patients
Treatment planning and patient management	Plans and manages care for a range of patients
Health promotion and disease prevention	Plans, develops, implements and evaluates appropriate interventions to prevent disease and promote health for individual patients
Medical and dental emergencies	Can identify commonly occurring emergencies and leads the dental team in the appropriate first line management of the emergency, using appropriate techniques, equipment and drugs
Anaesthesia and pain control	Uses appropriate local anaesthetic and patient management approaches to control pain and anxiety during dental treatment
Sedation / general anaesthesia	Use of sedation or treatment under GA where required
Periodontal therapy and management of soft tissue	Undertakes the diagnosis, selection of appropriate periodontal techniques and delivery of periodontal care in an effective way
Hard and soft tissue surgery	Routine exodontia and/or simple surgical extractions
Non-surgical management of hard tissues of the head and neck	Undertakes the appropriate assessment of patients to determine the need for specialist advice
Management of the developing dentition	Undertakes appropriate investigations during patient examination to determine the need for specialist advice in the management of the developing dentition
Restoration and replacement of teeth	Undertakes the diagnosis, selection of appropriate restorative technique and the delivery of restoration or replacement of teeth in an effective way

Competency	Responsibilities
2.Communication	
Patient and family	Communicates with a range of patients and their families on individual clinical issues
Clinical team and peers	Communicates with all members of the clinical team and peers in an appropriate manner
Other professionals	Communicates appropriately with other health and social care professionals involved in the care of patients

Competency	Responsibilities
3. Professionalism	
Ethics	Demonstrates the application of the principles of ethical behaviour relevant to dentistry, including honesty, confidentiality, personal and professional integrity, and compliance with the standards for dental professionals laid down by the GDC
Patients	Offers and provides care to patients within a sound ethical and professional framework
Self	Demonstrates a professional clinical approach including participation in appraisal, peer review, clinical audit and continuing professional development activities
Clinical team and peers	Behaves in a professional way towards the clinical team and peers, and understands his/her responsibilities with regard to issues such as poor or under performance

Competency	Responsibilities
4.Management and Leadership	
Personal and Practice organisation	Responsible for the running of the immediate clinical environment and the immediate dental team
Legislative	Understands the legislative framework governing the delivery of oral health care in England
Financial	Understands the financial framework governing the delivery of oral health care in England and the constraints that might impose on service delivery
Leadership and training	Understands and puts into practice the leadership of the immediate dental team
Additional management competencies	Understands responsibility for health and safety issues
Governance	Participates in clinical governance

Competency	Responsibilities
5.Teaching and Training	
Training	Participates in the training of individuals on a local clinical basis
Teaching	May undertake teaching/supervision as part of a predetermined programme
Epidemiology	Participates in dental epidemiological fieldwork
Research	Participates in clinical research under the direction of approved and registered research lead

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 ongoing 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 Data Protection Act 1998 – 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.

Safeguarding Vulnerable Children and Adults and Promoting their Welfare

All employees 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 employees 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 employee 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.