

Job Title:	Dental Therapist Team Leader & Oral Health Promotion Lead – Band 7
Reports to (job title):	Service Manager
Line Manager to:	Responsible for: <ul style="list-style-type: none">• Supervision of Band 6 Dental Therapists/Dental Nurses• Appraiser of Band 6 Dental Therapists• To organise, develop, provide and support the delivery of oral health promotion to local communities in line with NHS England agreed strategies.

Job purpose

As the Dental therapist Team Leader, you will demonstrate leadership skills and team management (including appraisals), contributing to service development by identifying areas for development & transformation within the Community Dental Service.

To take a lead role alongside the Service Manager & Clinical Lead in planning, coordinating, and delivering an effective therapy service across all clinics.

To organise, develop, provide and support the delivery of oral health promotion to local communities in line with NHS England agreed strategies. To coordinate activities and support appropriate activities for those groups and individuals who suffer from or are most at risk of developing oral disease

The post holder will work within their GDC scope of practice, under the prescription from the referring dentists, and be directly responsible to the clinical lead. They will ensure high quality, evidence based dental services are delivered effectively and efficiently to patients treated by the NHS secondary care provider, Surrey NHS Community Dental Service. They will be expected to provide comprehensive clinical care to children and adults with additional and complex needs and/or patients who have been referred for treatment on the basis that they are unable to receive treatment in the General Dental Practice setting.

The post holder will be expected to have a high level of knowledge and expertise in general dentistry as relevant for a Therapist with a special interest in delivering paediatric and special care dentistry. The post holder should demonstrate a high-quality approach to patient management.

The post holder is expected to maintain high levels of clinical care with reference to relevant research and evidence-based practice. The post holder is expected to maintain their professional registration, knowledge and awareness of dental issues and updates. They may take part in audit, peer review, mentoring and clinical governance.

Proposed job plan

The role will primarily be based In Guildford with some travel to other clinics as required.

Outline of Provisional Job Schedule

Monday – Friday 08:00 -16:00

Key responsibilities

Clinical:

- To work under the prescription of the referring dentist
- Provide dental treatment to special care dentistry patients with a wide range of complex additional medical needs including physical disabilities, learning disabilities, complex medical histories and barriers to understanding and communication.
- Provide dental treatment to paediatric patients with a wide range of complex needs including physical disabilities, learning disabilities, complex medical histories, barriers to communication and understanding.
- To take a lead role in the supervision, training, and development of the dental Therapy Team.
- The post holder must have high level physical fine motor skills and be able to achieve intricate work using high levels of hand, eye and sensory coordination.
- The post holder must have completed the training and associated supervised cases to be able to deliver Inhalation Sedation, conscious sedation to patients.
- The post holder must be confident delivering inhalation sedation while working as the lead clinician, potentially at a single surgery site, without the support of a dentist or senior colleague.
- The post holder must be confident to lead in the absence of a manager.
- To work within the Dental Therapist GDC scope of practice
- Diagnose within the Dental Therapist scope of practice
- To liaise with the referring clinician regarding the patient's treatment and referral pathway.
- Provide dental treatment encompassing the use of a range of complex techniques and precision dental tools / equipment.
- Provide dental treatment suitable for the patient's specific needs following interpretation of the patient's condition and presentation when attending for treatment.
- Providing feedback of issues or concerns
- The post holder must be confident to lead the team in appropriate first line management of medical emergencies occurring within the work place utilising knowledge gained from attending ILS / PILS life support training.
- Utilise and interpret patient specific prescriptions, medication protocols and medication patient group directives when administering prescription only medications to patients.
- Keep accurate and contemporaneous patient records.
- Discuss and inform patients of the indications for ongoing treatment, including risks, benefits of treatment and possible additional procedures required, in addition to the level of cooperation required by the patient.
- Promote health education and health promotion.

- Utilise risk assessment skills to identify when there may be potential for damage to oral health and soft tissues of the oral cavity.
- There is a frequent requirement for intense concentration from the post holder, for example, completing intricate restorative work utilising high speed rotational instruments, while actively engaging the patient and managing their cooperation level or level of conscious sedation, if utilising inhalation sedation.

The post holder will be expected to provide specific forms of treatment as follows:

(This list is intended to summarise the clinical tasks, but not to cover every task required by the role).

- Provide treatment using Inhalation Sedation to facilitate patient treatment under conscious sedation
- Restore secondary dentition
- Restore primary dentition
- Utilise rubber dam
- Place preformed metal crowns for primary dentition
- Extraction of primary dentition
- Sodium Diamine Fluoride application
- Fluoride varnish application
- Fissure sealant placement
- Take dental impressions
- Professional mechanical plaque removal (PMPR)
- Periodontal indices
- Periodontal treatment
- Behaviour management and acclimatisation for nervous patients
- Treatment using local anaesthesia including the use of topical gel, local infiltration injections and ID block injections.
- Oral health education tailored to the patients' specific care needs
- Take and interpret (within the Dental Therapist scope of practice) dental radiographs
- Take clinical photographs

Oral Health Promotion

- Assist in the planning & implementation of effective local oral health strategies that will meet national guidelines.
- To identify areas of poor dental health and initiate, organise and deliver the provision of oral health promotion programmes for these groups.
- Plan and deliver talks, workshops, and practical sessions for the parents and cares of young children where applicable.
- Develop appropriate & innovative oral health promotion activities for people with special needs including elderly people, adults with learning disabilities and other vulnerable groups within the community.
- To provide advice & information to the public and other professionals as well as CDS staff.
- To attend the dental CG meeting and provide regular updates on oral health promotion.

Organisational

- Manage own clinics and plan appointments, liaising with patients and clerical staff to ensure the care pathway is well organised.
- Monitor and ensure cleanliness and infection prevention / control measures are adhered to.
- Report any incidents in accordance with trust policy.
- Assist in monitoring stock and supplies in clinical sites.
- Maintain up to date records and ensure confidentiality is respected at all times.
- Maintain a commitment to improving the quality of service provided.
- Identify and promote innovative ideas regarding provision of oral care pathways, implementation of oral health policies and working practices. These may impact across different care environments.
- Keep fully conversant with resuscitation techniques, attending annual mandatory training. As a requirement of delivering Inhalation Sedation the post holder must also maintain the ILS (immediate life support) and PILS (paediatric immediate life support) skill set.
- Safely use equipment ensuring all instruments and equipment is in suitable condition prior to patient use.
- Assemble, handle and dismantle highly complex equipment (eg x-ray and sedation machines) in accordance with manufacturer instructions and department policy.
- Adhere to trust policy on manual handling, participating in mandatory training.
- Ensures effective and efficient use of resources.
- Confident in contributing to the development of clinical policies, protocols, clinical pathways and evaluate patient outcomes.
- Use resolution skills to deal with complaints and liaise with management team as required.

Personal & people development

- To participate in the appraisal process as an a appraisee of the Dental Therapist team.
- To lead the focussed Dental Therapist team meetings
- To disseminate appropriate training opportunities to other members of the Dental Therapist team.

Professional

- Comply with the GDC Professional Code of Conduct and maintain professional GDC registration.
- Demonstrate commitment to professional development.
- Identify and promote innovative ideas regarding provision of oral care pathways, implementation of oral health policies and working practices. These may impact across different care environments.
- Participate in annual appraisal and develop skills and knowledge inline with agreed objectives
- Participate in departmental/national Special care/ Paediatric / Community dentistry meetings and feedback as appropriate.
- Respect patient confidentiality in line with the requirements of the local policy.
- Assist in direct teaching, supervising, mentoring and assessing of staff or students as appropriate.

- Undertake mandatory training within required timescales and meet training requirements.
- Undertake relevant clinical and management / leadership courses to continuously develop specialist knowledge and skills.

Communication

- The post holder will be required to communicate across organisational boundaries as required.
- Communicate with department staff including management team, dentists, dental therapists and dental nurses and administrators.
- Communicate with staff outside the immediate organisation including; safeguarding teams, HR, pharmacy and training / learning departments.
- Communicate and liaise with patients, carers and parents.
- The post holder is required to communicate complex condition related information to colleagues, patients and their care teams.
- The post holder may be required to communicate where there are barriers to understanding.
- The post holder may be required to communicate highly complex, highly sensitive or highly contentious information.
- The post holder may be required to utilise persuasion, motivation, empathy or reassurance where patient cooperation is required for a successful outcome.
- The post holder may need to utilise alternative communication techniques such as Makaton, BSL and non-verbal communication. They may also need to utilise translation services.

Quality Assurance and Safety

- Maintain a commitment to improving the quality of service provided.

Education and training development

- Assist in the delivery of training when required.

Infection prevention and control

- Adhere to infection control policies and procedures at all times.
- Appropriately and safely manage the potential for exposure to patient bodily fluids, following health and safety and infection control policies.
- Appropriately and safely manage the risk of needle stick injuries by following local policies.

Confidentiality / Data

- Confidentiality/Data protection regarding all patient information must be maintained at all times.
- Manage freedom of information requests in line with department policy.
- Patient records must be updated accurately and contemporaneously.
- Maintain up to date records and ensure confidentiality is respected in line with department policy.

Research

- Evaluate clinical practice within the Surrey Community Dental Service, through audit, developing and managing strategies to address shortfalls.
- Promote health education through the use of audit / research and the dissemination of key findings.
- Present findings of audit at multidisciplinary meetings.
- Be responsible for the planning and implementation of evidence based dental therapy care.
- Disseminate best practice through written publications / presentations both internally and externally, as appropriate.
- Initiate and co-ordinate clinical audit.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make 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 recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to

Flexibility Statement

contribute to its success.



Job Description

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Requirements	Essential	Desirable	Assessment <i>(Application, interview, references, test, presentation etc).</i>
Qualifications			
BSc / Diploma in Dental Therapy.	x		
Registered with the GDC.	x		
Trained to deliver treatment utilising Inhalation Sedation.	x		
Experience			
Experience working as part of a dental team.	x		
Experience providing dental care to Special Care patients with complex medical histories and complex needs.	x		
Experience providing dental care for children, with and without complex medical histories and additional needs.	x		
Experience in delivering treatment using Inhalation Sedation.	x		
Able to demonstrate a working knowledge of the principles of clinical governance and audit in the context of service development.	x		
Able to utilise "Patient Group Directives" and 'Patient Specific Directives' and "Protocols" to safely administer prescription only medications and respond to medical emergencies.	x		
Communication			
Able to demonstrate good communication skills with patients and others involved in their care.	x		
Able to adapt language as appropriate to the situation. Able to build rapport, listen, persuade and negotiate.	x		
Problem Solving & Decision Making			
Confident working as the lead clinician in the clinical environment – including working without a dentist or senior colleague on site – there is the requirement to work without senior support on site or to be based at single surgery sites. Able to lead in the absence of a dentist or senior colleague.	x		
Capacity to use logical/ lateral thinking to solve problems /plan and make decisions.	x		

	Ability to organise and prioritise own workload.	x		
	Ability to work on own initiative. Including being confident in the delivery of dental care using complex techniques to meet the needs of the patients – often with complex and specific needs.			
Managing others and Team Involvement				
	Capacity to work effectively with others.	x		
	Ability to lead the clinical dental team.	x		
	Experience of teaching, mentoring or supervising.	x		
Empathy & Sensitivity				
	Capacity to take in the perspective of others and treat others with understanding.	x		
Organisation & Planning				
	Capacity to manage / prioritise time and information effectively. Capacity to prioritise own workload.	x		
Vigilance & Situational Awareness				
	Capacity to monitor developing situations and anticipate issues.	x		
	Ability to perform in high pressure scenarios.	x		
	Demonstrates initiative & resilience to cope with changing circumstances.	x		

Employee signature

Manager signature
