

Job Title:	Senior Dental Officer
Reports to (job title):	Service Manager
Line Manager to:	n/a

## Job purpose

The post holder will ensure that high quality, evidence based dental services are delivered effectively and efficiently to patients referred to and accepted by Surrey Community Dental Service.

The post holder will be expected to provide comprehensive, clinical care to patients with special needs and/or patients with special dental requirements. This will include providing comprehensive dental care under sedation and general anaesthesia where appropriate. Dental care may be provided in community, hospital, or domiciliary settings, as a flexible approach is required to address the clinical care needs of these patients.

The post-holder will liaise with colleagues and other healthcare professionals as necessary and provide onward referrals, if appropriate.

The post holder will provide treatment planning for dental therapists and supervise dental therapists, treating patients under prescription.

## Base

Buryfields Clinic - Guildford

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- Identify commonly occurring medical emergencies and lead the dental team in the appropriate first line management of the emergency, using appropriate techniques, equipment, and drugs.
- Undertake a thorough examination of patients and be able to plan, manage and deliver care to a wide range of patients.
- Plan, develop, implement, and evaluates appropriate interventions to prevent disease and promote health for individual patients.
- Undertake appropriate assessment of patients to determine the need for specialist advice as appropriate.
- Undertake the diagnosis of periodontal disease; select the appropriate periodontal techniques and delivers periodontal care in an effective way.

- Undertake routine exodontia and/or simple surgical exodontias.
- Undertake appropriate investigations during patient examination to determine the need for specialist advice in the management of the developing dentition.
- Undertake the diagnosis, selection, and delivery of appropriate restorative techniques and/or replacement of teeth as required.
- Consider all appropriate behavioral management techniques.
- Use of appropriate local anaesthetic to control pain and anxiety during dental treatment.
- Use of inhalation sedation when considered appropriate.
- Carry out comprehensive treatment planning and provide treatment for patients who require treatment under general anaesthesia, including appropriate case selection.
- Accept internal referrals, as appropriate.
- Provide advice, training, and guidance to colleagues as appropriate.
- To provide clinical cover, when required, in clinics other than their base.

## 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

- Inspire • Challenge •
- Understand • Improve •
- Communicate • Learn •

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 2018 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 contribute to its success.

## Flexibility Statement

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

### Essential

#### Qualifications

- GDC Full Registration
- BDS or equivalent
- Holds a current performer number or eligible to join Performers List
- Postgraduate training relevant to Special Care and/or Paediatric Dentistry
- Commitment to Continuing Professional Development and compliance with GDC requirements for recertification.

#### Experience

- Minimum of 5 years’ experience providing Special Care and Paediatric Dentistry
- Previous experience of providing domiciliary care
- Previous experience of treatment planning and provision of treatment under general anaesthesia and inhalation sedation
- Evidence of CPD specific to Special Care Dentistry

## **Knowledge And Skills**

- Broad range of clinical skills and experience in caring for children and adults with special needs
- Excellent clinical skills and ability to deliver dental services in a variety of settings.
- Experience of clinical audit and activities aimed at improving quality of care
- Ability to empathise.
- Excellent leadership skills
- Computer literate in a Windows environment and willingness to learn practice software e.g. R4
- Knowledge of managing NHS claims
- Full UK driving license.
- Knowledge of NHS dental services

## **Personal Attributes**

- Empathetic
- Excellent interpersonal skills with the ability to communicate well with others, both written and verbal on a variety of levels
- Adaptable, flexible and able to work on different sites as required.
- Ability to establish, maintain and foster good working relationships with colleagues.
- Capacity to work effectively within a multidisciplinary team and demonstrate leadership as appropriate.
- Excellent time management and organisational skills. Ability to prioritise workload.
- Enthusiastic, motivated and good team working.

## **Desirable**

- Registered Specialist in Paediatric Dentistry
- Registered specialist in Special Care Dentistry
- Postgraduate qualification in Paediatric and/or Special Care Dentistry
- Greater than 5 years' experience providing Special Care and Paediatric Dentistry in a Community setting.
- Experienced in providing domiciliary care.
- Experienced in treatment planning and provision of treatment under general anaesthesia and inhalation sedation.
- Previous experience in teaching, supervision or mentoring.
- Previous training and experience in the conduction of appraisals

Other requirements: The Individual must be committed to continuing professional development and continually strive towards on-going improvement of dental care services.



# Job Description

**Employee signature**

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**Manager signature**

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