

MEDICAL and DENTAL CANDIDATE INFORMATION PACK

Care & Compassion	Dignity & Respect	Openness, Honesty & Responsibility	Quality & Teamwork
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Thank you for your interest in applying to [NHS Greater Glasgow and Clyde](#)!

Please read this guidance carefully before you begin your application

Contents

- About the post
- The Hospitals and the Department/Specialty – Facilities, Resources and Activity, & Staffing Structure
- Job Description, Job Plan, and Person Specification
- Making your Application
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Job Title: Senior Dental Officer – Special Care

Department: Public Dental Service, Oral Health Directorate

Location: To be confirmed

Type of contract: Public Dental Services Contract

Salary Grade: Grade B- £80,492 - £94,673

Working Hours: 37 hours

Interview Date: To be confirmed or available on the Advert text

For the **Terms and Conditions of Service:** please refer to the **Supporting information (Medical and Dental)** document

Canvassing in connection with appointments is not permitted but this does not debar candidates who wish to visit the department/hospital(s) concerned. Details of

Arrangements for Applicants to Visit the Department/Hospital(s) or to discuss the post(s). In the first instance, please contact:

Name	Job title	Email	Telephone
Tara Dunseith	Clinical Director	Tara.dunseith4@nhs.scot	0141 201 3346

For further information regarding NHS Greater Glasgow and Clyde and its hospitals, please visit our website <https://www.nhsggc.scot/>

Job Summary

This posts sits within the Public Dental Service (PDS) which is part of NHS GGC's Oral Health Directorate and has strong links with secondary care services based at Glasgow Dental Hospital and Glasgow University. The purpose of this role is to provide a service for patients of the department to allow them access to high quality NHS clinical dental care under the General Dental Service terms and conditions.

The post holder will provide comprehensive clinical care to special care adults throughout the NHS Greater Glasgow and Clyde area.

This will include provision of care for the following groups:

- Adults with complex medical conditions, mental health problems, physical and/or learning disabilities
- Patients on referral to the Public Dental Service from General Dental Services, Secondary Care Dental Services and other Health Care Professionals

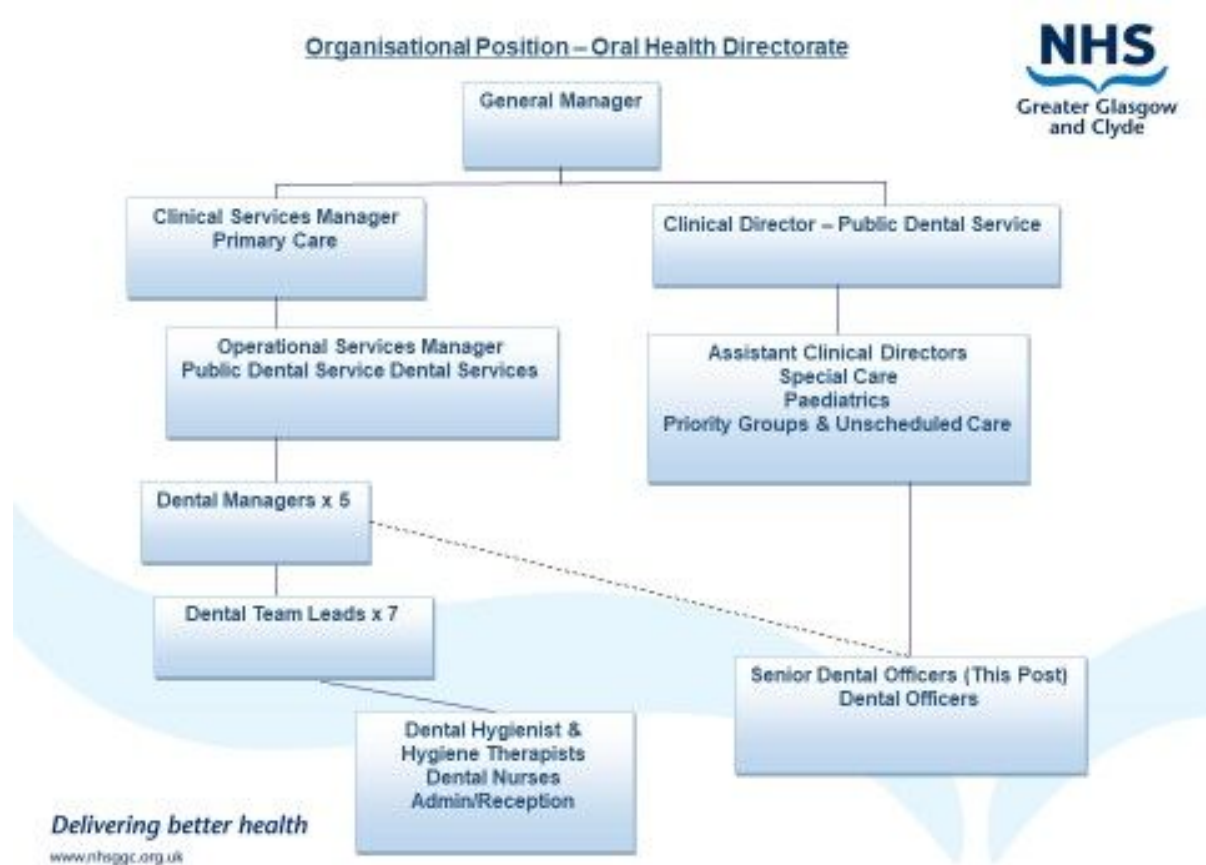
The purpose of this post is to provide a service for special care patients to allow them access to high quality NHS care under the General Dental Service terms and conditions.

The post holder will provide comprehensive clinical care to adults with additional needs throughout the NHS Greater Glasgow and Clyde area. This will include provision of care to adults with complex medical conditions, mental health problems, physical and/or learning disabilities and frail older people. The post holder will be expected to provide comprehensive dental care to patients utilising a range of behaviour management techniques as required including general anaesthetics and sedation techniques.

The PDS has 20 sites across the Health Board and these includes clinics in local health centres, acute hospitals (Glasgow Royal Infirmary, New Victoria Hospital, Stobhill ACH, Royal Alexandra Hospital, Golden Jubilee National Hospital, Gartnavel General Hospital and Queen Elizabeth University Hospital), Glasgow Dental Hospital and 3 prison establishments (HMP Barlinnie, HMP Lowmoss and HMP Greenock). The PDS also provides dental care within 3 secure residential units for young people. Domiciliary dental care may also be provided at care homes, residential accommodation or patients' own home locations.

In 2025, a Mobile Dental Unit (MDU) will be made available to the PDS to cover sites across the health board area.

Organisational Position



Key Results Areas

- Delivery of high quality comprehensive clinical care for adults with additional needs who are within the remit of the Public Dental Services.
- Participation in Clinical Governance and Quality Improvement activities.
- To provide clinical supervision for undergraduates, Dental Care Professionals and other dentists as required.

Environment

Surgeries are modern and fully equipped. Chairside support will be provided by fully qualified dental nurses.

Duties and responsibilities

- Delivery of high-quality clinical care to special care patients across a range of sites within NHS Greater Glasgow and Clyde including health centres, hospitals, residential accommodation and domiciliary care in care homes and patients' own homes. Ensuring compliance with GDS regulations and patient charges.
- Comprehensive dental care for patients using a variety of treatment modalities including conscious sedation and general anaesthesia
- Participate in the triage and assessment of patients referred to special care dentistry.
- Participate, with other dental colleagues, in cross-cover provision of PDS across NHS Greater Glasgow and Clyde
- Support Dental Officers and other colleagues in relation to treatment planning and provision of care for a range of patients
- Pursue clinical excellence in all aspects of the service.
- Supervise DCPs, including dental hygienists and dental hygiene therapists
- Close liaison with colleagues in the Oral Health Directorate, local GDPs, hospital doctors and other health and social care professionals.
- Support the development and implementation of care pathways for adults with additional needs in Greater Glasgow and Clyde.
- Ensure adherence to NHSGG&C Policies and Procedures within area of responsibility, in particular, Infection Control and Radiation Protection.
- Support Oral Health Promotion activities as required.
- Undertake domiciliary care as requested
- Complete statistical and other returns, including GP17s as required.
- Participate in CPD, Appraisal, Personal development planning and Clinical Governance activities as required.
- Maintain registration with the GDC and comply with GDC CPD requirements.
- Participate in Statutory/mandatory training and comply with Health Board requirements.
- Demonstrate an understanding of the Health and Care (Staffing) (Scotland) Act 2019, its guiding principles and duties and how they relate to this role.

Escalate any staffing concerns which will impact on the health, wellbeing, and safety of patients and or staff within their local working arrangements

Key relationships

Public Dental Service staff and managers

Patients

Local GDPs

Colleagues from secondary dental care

Hospital staff, community nursing and social services

Oral health improvement Team members.

Professional and other staff who are involved in the care of these patients e.g. trainee dental nurses, undergraduates and NES

Voluntary & 3rd Sector Organisations

Multi agency teams from Health and Social Care Partnerships (HSCPs) who provide care for this group of patients

This list of duties is not exhaustive and the postholder may be required to undertake other duties appropriate to the grade of the post to meet the needs of the service and may need to provide cover at any PDS site.

Local working practices may change as the service develops. Any such changes will be discussed and agreed in advance and will be consistent with the role and grading of the post.

The Terms and Conditions of Service will be linked to the NHS Regulations for items of service for the General Dental Service in Scotland. The terms and conditions of service for the Public Dental Service Scotland will apply.

PERSON SPECIFICATION

Post: Senior Dental Officer – Special Care Dentistry

	Selection Criteria	Essential	Desirable
A	<u>Qualification & Training</u>		
	Registered with the General Dental Council and maintenance of registration throughout employment	√	
	Registered and accredited post graduate work experience	√	
	Possession of an appropriate post-graduate qualification e.g. MFDS	√	
	Eligible to be able to apply for a list number in Scotland	√	
B	<u>Experience</u>		
	Experience of working within Public Dental Services (or similar clinical experience)	√	
	Experience of working with vulnerable adults & children	√	
	Experience of working with a full range of behaviour management techniques including sedation and general anaesthetic		√
	Experience of working within Special Care Dentistry Clinics	√	
	Experience of patients with complex needs	√	
	Experience in teaching /training preferably with Dental Undergraduates/VT/CT		√
C	<u>Knowledge, Skills & Abilities</u>		
	Familiarity with General Dental Services regulations and working within the Statement of Dental Remuneration	√	
	Good communications skills for dealing with clients, carers, and partner agencies	√	
	Knowledge of the Adults with Incapacity Act/ Mental Health Act	√	

D	<u>Personal Qualities</u>		
	Knowledge of team working and ability to lead a team	√	
	Flexibility in approach to work	√	
	Good team worker with leadership capabilities	√	
	Time management, planning and organisational skills	√	
E	<u>Other Requirements</u>		
	Evidence of continuing professional development	√	
	Ability to work unsupervised and use initiative	√	
	Presentation skills	√	
	Be able to work out with normal hours if required	√	
	Current driving licence		√

Working for NHS Greater Glasgow & Clyde

The following video highlights some of the opportunities for working in NHS GGC and showcases the local area.

https://www.youtube.com/watch?v=bo1I9Us_m3E&embeds_referring_euri=https%3A%2F%2Fapply.jobs.scot.nhs.uk%2FJob%2FJobDetail%3FJobId%3D163533&source_ve_path=OTY3MTQ&feature=emb_imp_woyt



Terms and Conditions

For an overview of the terms and conditions visit <https://www.msg.scot.nhs.uk/pay/medical>

TYPE OF CONTRACT	Fixed Term – 1 year
GRADE AND SALARY	<p>Senior Dental Officer – Special Care Dentistry</p> <p>The whole-time salary will be a starting salary of:-</p> <p>£ 80,942 - £94,673 per annum (pro rata if applicable)</p> <p>Progression of salary is related to experience.</p> <p>New Entrants to the NHS will normally commence on the minimum point of the salary scale, (dependent on qualifications and experience). Salary is paid monthly by Bank Credit Transfer.</p>
HOURS OF WORK	Full Time 37.5 hours, part time post will be considered.
SUPERANNUATION	<p>New entrants to NHS Greater Glasgow and Clyde who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk</p>
REMOVAL EXPENSES	Assistance with removal and associated expenses may be given and would be discussed and agreed prior to appointment.

<p>EXPENSES OF CANDIDATES FOR APPOINTMENT</p>	<p>Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Reimbursement shall not normally be made to employees who withdraw their application or refuse an offer of appointment.</p>
<p>SMOKEFREE POLICY</p>	<p>NHS Greater Glasgow and Clyde operate a No Smoking Policy in all premises and grounds.</p>
<p>DISCLOSURE SCOTLAND</p>	<p>This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.</p>
<p>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</p>	<p>NHS Greater Glasgow and Clyde (NHSGGC) has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals are legally entitled to work in the United Kingdom. Before any person can commence employment within NHSGGC they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until the right to work in the UK has been verified. You will be required provide appropriate documentation prior to any appointment being made.</p>
<p>REHABILITATION OF OFFENDERS ACT 1974</p>	<p>The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or</p>

	disciplinary action by NHS Greater Glasgow and Clyde. Any information given will be completely confidential.
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FLEXIBLE WORKING	NHS Greater Glasgow and Clyde operates flexible staffing arrangements whereby all appointments are to a grade within a department. The duties of an officer may be varied from an initial set of duties to any other set, which are commensurate with the grade of the officer. The enhanced experience resulting from this is considered to be in the best interest of both NHS Greater Glasgow and Clyde and the individual.
EQUAL OPPORTUNITIES	The post holder will undertake their duties in strict accordance with NHS Greater Glasgow and Clyde's Equal Opportunities Policy.
NOTICE	The employment is subject to three months' notice on either side, subject to appeal against dismissal.
MEDICAL NEGLIGENCE	In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme.

Summary Information Relating to this Post

NHS Greater Glasgow and Clyde encourages applications from all sections of the community. We promote a culture of inclusion across the organisation and are proud of the diverse workforce we have.

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Right to work in the United Kingdom

Anyone from outside of the United Kingdom (UK), excluding from the Republic of Ireland will need permission from UK Visas and Immigration (UKVI) to work in the UK and may also need entry clearance before travelling here. The Home Office (of which UKVI is a part) is responsible for governing the way individuals from outside the UK and Republic of Ireland can work, train or study in the UK.

To obtain a visa or entry clearance, you will need to meet certain requirements and demonstrate you have the right to work in the UK via:

- *the points-based immigration system*
- *the EU settlement scheme*
- *a biometric residence permit*

A new points-based immigration system was introduced in January 2021 with parts of it in place towards the end of 2020. The system provides a route for both European Union and non-European Union nationals to work, train or study in the UK if they meet the eligibility criteria. It applies to everyone from outside of the UK who wishes to live and work here, apart from people from the Republic of Ireland and European Union nationals who were already in the UK by 31 December 2020. European Union nationals in the UK prior to 31 December 2020 should apply to the EU settlement scheme.

If you are an international Doctor/Dentist from outside of the UK and Republic of Ireland, you can apply for, and take up employment in medical and dental posts that may qualify for sponsorship under a skilled worker visa. A Health and Care Worker visa allows health and care professionals to come to or stay in the UK to do an eligible job with the NHS, an NHS supplier or in adult social care.

EU settlement scheme

Free movement with the European Union (EU) ended on 31 December 2020 and there are new arrangements for EU citizens.

The EU settlement scheme provides EU nationals with a route to residency in the UK. EU nationals who arrived in the UK by 11pm on 31 December 2020 have until 30 June 2021 to apply to the scheme. If you are an EU, EEA or Swiss citizen and don't already have temporary or permanent leave to remain, you and your family can apply to the EU settlement scheme to continue living in the UK after 30 June 2021. If

your application is successful, you will receive either pre-settled status or settled status.

For further information regarding NHS Greater Glasgow and Clyde and its hospitals, please visit our website www.nhs.ggc.org.uk

Regulatory Body: General Medical Council & General Dental Council: In the UK, the General Medical Council (GMC) and the General Dental Council (GDC) are the public bodies that maintain the official register of medical and dental practitioners within the United Kingdom. Their chief responsibility is to “protect, promote and maintain the health and safety of the public” by controlling entry to the register, and suspending or removing members when necessary. It also sets the standards for medical schools in the UK. To practice medicine and dentistry in Scotland, you must have a valid GMC/GDC Registration with a Licence to Practice – this is known as Full Registration. To find out more about the main types of registration which allow doctors to work in different posts. Please click here <https://careers.nhs.scot/careers/find-your-career/international-recruitment/regulatory-bodies>

Data Protection Legislation

The information supplied by your application will only be processed by authorised NHS Greater Glasgow and Clyde personnel involved in relevant stages of the recruitment process. *Applications submitted via the online NHS Scotland Application form will be imported into the NHS Greater Glasgow and Clyde recruitment system.* The information you provide will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes. NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed..

MAKING YOUR APPLICATION

Please note

- Take note of the **Closing date** and the **Job reference number** of the vacancy. Please quote the reference number on any correspondence.
- Applications for Medical and Dental posts within NHS Greater Glasgow and Clyde (NHSGGC) will only be accepted via the completion of an **online application form** via our eRecruitment system (JobTrain)

If this is the first time you are applying via JobTrain, you will be asked to create an account. You can do this via an email address or social media account. NHS Scotland does not accept CV's in addition to/instead of a completed application form.

If you already have an existing account, you will have the option to copy a previous application. Please ensure that you go through the application to ensure that the details are up-to-date and complete.

- Please make sure that the **email address** submitted is correct as this will be our primary method of contact during each stage of the recruitment process.
- You will **time-out** after 30 minutes of inactivity. Please regularly save your application.
- You need to provide **at least two (2) referees, one of which must be your current employer/line manager**. It is Board policy that no person can act as a member of an Advisory Appointments Committee and be a referee for a candidate for that post. You should therefore check with your proposed referees whether there is likely to be any difficulty in this respect for we may otherwise have to invite you to submit another name or names
- At the Shortlisting stage, all application forms are **anonymised** and only the Education, Employment and Assessment/Supporting Statement Information sections are accessible to those involved in the recruitment process
- **Interviews** are conducted either in-person or via MS Teams video call. If the interview date is not noted on the advert, you will be contacted with the details as soon as they are available to allow you to book. You will receive an email with the link to join if your interview will be a video call.

Job Interview Guarantee Scheme

NHSGGC recognises the contribution all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet all the minimum criteria expressed in the job description will be guaranteed an interview. All information will be treated as confidential. We only asks for relevant information with regards to your disability to ensure that we can assist you if you are called for interview.

- **If you delete your application, you will not be able to re-apply.**
- **Professional Regulatory Bodies Membership (GMC/GDC)** details must be provided on the application form
- Before submitting your application please make sure you read **the Declaration section**. This section will highlight any parts of the form which haven't been completed and it also covers the following important information:
 - Criminal Convictions Declaration - NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003.
 - Accuracy of Information - False or misleading information can cause disqualification of the application and dismissal from employment if appointed to the post.
 - General Data Protection Regulation (GDPR) and Data Protection Act 2018 - Your data will be stored by Jobtrain and will be used only by NHSGGC authorised staff for the purpose of processing your job application, making recruitment decisions and for statistical and audit purposes. It will be retained, archived, and deleted in line with the NHS Scotland retention policy and will not be passed to any third party organisations without your permission
- **Please remember to review your application prior to submission as once you submit, you will not be able to edit any details or make changes.**

GENERAL HELP AND SUPPORT

JOBTRAIN

General Help and Support with Login, Password reset or Technical issues
<http://jobseekersupport.jobtrain.co.uk/support/home> or
 contact (+44)0161-850-2004 (Monday-Friday 09:00-17:30 UK local time)

NHS GGC RECRUITMENT

+44 (0)141 278 2700 and select Option 1 for Recruitment and then
 Option 5 for Medical Recruitment
nhsqgcrecruitment@nhs.scot

LIVING AND WORKING IN THE GREATER GLASGOW AND CLYDE

We understand that choosing the right place to live is just as important as choosing the right job. Many people who have relocated to Scotland have been attracted by the opportunity to enhance their quality of life.

Scotland's people are well known for being warm, welcome and friendly. Scotland is a home to over five million people, and it is estimated that for every person living in Scotland, another five people living across the world have Scottish ancestry. With such wide connections spreading to every corner of the globe, it is no wonder that overseas visitors are made to feel like they are returning home!

As a place to live, the Greater Glasgow and Clyde area has many attractions. The West of Scotland combines cosmopolitan charm, lush countryside and soothing seaside. Culturally diverse, architecturally stunning and historically rich, this vibrant region is home to innovation, celebration and the largest city in Scotland – Glasgow. As Scotland's most populous region, the West of Scotland is home to approximately two million people. In addition to the city of Glasgow, East and West Dunbartonshire, Inverclyde, Ayrshire, North and South Lanarkshire, Renfrewshire and East Renfrewshire make up this captivating and eclectic part of the country.

This is a region of striking contrast. Larger areas like Glasgow are within easy reach of picturesque towns, villages and some of Scotland's most scenic beaches, captivating wildlife and tranquil countryside.

Glasgow

Multicultural, magnificent and brimming with personality, Scotland's largest city is home to nearly 600,000 people. Discover rich history, stunning architecture and the best shopping in the UK outside London. Glasgow is one of the highest ranking cities in the UK for quality of life. (source: Mercer survey, 2012).

This aptly-named 'Dear Green Place' blends the best of urban-living with the splendour of lush gardens and parks. Impressively, the city boasts more green space per square mile than any other UK city. With some of the biggest and brightest businesses Scotland has to offer, in addition to enjoying the scenery, you can explore the many great career opportunities the city offers.

Offering the best of both worlds, Glasgow is close to breath taking countryside offering up nearby hill walking, sailing, and cycling. Some of the world's greatest golf courses are all within an hour's drive of the city. And this bustling city's arts and culture, nightlife and food are hard to surpass.

Home to over 133,000 students from around the world, this vibrant city has five world-renowned universities and seven colleges.

Lots to see and do

No matter what your age or interest, the West has something for you. Be dazzled by Charles Rennie Mackintosh's iconic architecture in Glasgow or satisfy your appetite with mouth-watering produce at the farmers' markets in Renfrewshire and Inverclyde. You also have your choice of impressive year-round events and festivals, attractions or some of the best leisure facilities in the country. And as a UNESCO City of Music, Glasgow offers an impressive range of musical delights.

Housing

Whether you are renting or buying, Glasgow offers a superb selection of housing. Here you'll have your choice of apartments on the River Clyde, spacious Victorian flats in the West End and family homes in leafy suburbs conveniently located near to schools.

Getting around

The region's excellent transport links mean you're connected to the rest of the UK - and the world. The M8 motorway connects the West with the rest of Scotland, taking just under an hour to drive between the country's major cities Glasgow and Edinburgh, a well-used commuter's route. The bus is an effortless way to get around because it's inexpensive and widely available across the region – even in remote locations.

Glasgow has the UK's largest suburban rail network outside London. An abundance of stations and travel times makes exploring the region by train an easy option. The rail network links both rural areas and cities with the rest of Scotland and the wider UK. From Ardrossan, Gourock and Wemyss Bay you can also travel by ferry to many of Scotland's islands, or further afield from one of the cruise ships that dock at Greenock harbour.

Glasgow's two international airports connect the region with the rest of the UK and beyond. There are approximately 200 flights per day (pre pandemic levels) from Glasgow international airport alone, ready to fly to over 90 destinations like London, Dubai and New York. The best of the city-living, magnificent countryside and an opportunity to work in some of Scotland's most exciting industries means this region is a hugely popular place to live and work.

Useful websites:

- www.scotland.org/live-in-scotland/moving-to-scotland
- www.transport-executive.co.uk/best-places-to-live-in-glasgow
- www.visitscotland.com
- www.mygov.scot/search-house-prices

Thank you for your interest in NHS Greater Glasgow and Clyde, we look forward to receiving your application.