



**PUBLIC DENTAL SERVICE
JOB DESCRIPTION**

SECTION 1 VACANCY SUMMARY

Job Ref: 259476

Job Title: Dental Officer – Public Dental Service

Location: NHS Grampian - Aberdeen City Health and Social Care Partnership

SECTION 2 GENERAL INFORMATION

Full / part time

Hours of work: 37.5 hours per week Hours of work will be agreed with the post holder and Dental Management Team according to service needs.

Annual Leave – pro-rata for part-time.

27 days per annum on appointment, rising to 29 days per annum after 5 years and 33 days per annum after 10 years service. 8 public holidays per annum are taken as they fall.

Superannuation: The appointment will be superannuable unless the post holder opts out. The post holder will be subject to the regulations of the NHS Superannuation Scheme, and the remuneration will be subject to deduction of contributions accordingly, unless opting out of the scheme.

Out of Hours

An essential duty of this post is participation in the NHS Grampian Out of Hours dental service / on call service. Variable frequency to be determined according to service needs.

Terms and Conditions

The terms and conditions of service will be in accordance with National Health Service Scotland Scottish Public Dental Service Terms and Conditions of Service 2013

Background

The Aberdeen City Health and Social Care Partnership (HSCP) Public Dental Service (PDS) provides care for a variety of patients with special care needs including groups experiencing difficulty accessing ordinary “high street” dental services due to more complex needs, for example:

SALARY

Band A
£56,147 - £84,219

Pro-rata for part-time

• Anxious adults and children referred for treatment including those referred for inhalation or intravenous sedation • Children and adults with complex needs requiring services not available in the General Dental Services such as treatment under general anaesthesia • Patients with medically compromising conditions • Adult and child special care patients • Patients requiring care on a domiciliary basis, including care for patients in residential Care Homes • Hospital in-patients, patients requiring treatment prior to surgery or radiotherapy, and patients requiring palliative care The PDS complements but does not duplicate services that are already provided through independent contractor General Dental Services (GDS). The PDS may also provide dental care not generally available in the GDS. Whilst the PDS no longer has a remit to provide routine dental care where this service is available locally in independent NHS dental practice, there may be a requirement to see some patients requiring routine GDS access. The Public Dental Service also has a public health function, a health improvement function, and supports training of all groups and grades of staff including training at undergraduate level.	
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SECTION 3 JOB PURPOSE, DUTIES AND RESPONSIBILITIES

The post holder will carry out all the duties which are reasonably expected of a Public Dental Officer. An additional role for this post is to promote the profile of the service and ensure that local healthcare professionals and social care colleagues are informed of the Public Dental Service remit and pathways of referral into the service. The opportunity exists for the post holder to build and further develop collaborative colleague, patient and public networks for oral health improvement.

The duties of the post are:

1. To provide dental treatment and oral health maintenance for all categories of patients within the remit of the Public Dental Service including vulnerable and priority groups. This may include routine care for patients unable to register with an independent NHS general dental practice when NHS dental access is limited
2. To provide dental care to patients who have complex medical conditions, including assessment and treatment of patients undergoing medical and surgery treatment within hospital settings
3. To provide preventative care and advice to individual patients and their carers.
4. To provide treatment in the surgery and also to attend hospitals, residences, prisons and care homes to carry out screening, treatment, oral health promotion activities and to liaise

with staff in connection with these activities throughout Aberdeen City and the Grampian area. This will entail driving between establishments and the transportation of appropriate equipment required for such visits.

5. To provide dental care and treatment for patients residing in facilities for patients with complex health and social care needs.
6. To provide routine dental care to patients registered with Aberdeen City Public Dental Service
7. To participate in Emergency Dental Service arrangements, both in hours and out of hours as required by the service
8. To hold an NHS Dental Contractor List Number in order to provide clinical care under NHS General Dental Services Regulations
9. To participate in the programme of dental inspection of school children in a designated set of schools (NDIP)
10. Liaison and support for the development and delivery of community and public health improvement programmes
11. To accept referrals from a variety of sources such as local General Dental Practitioners, General Medical Practitioners, community and hospital health and social care colleagues. This may involve the treatment of patients under inhalation or intravenous sedation, or general anaesthesia for which training will be provided as required.
12. To manage own administrative duties related to patient care and to collect data as required by the Public Dental Service and NHS Grampian
13. To promote the profile of the service and ensure that local healthcare professionals and social care colleagues are informed of the Public Dental Service remit and pathways of referral into the service.
14. To forge contacts and develop a network of communications with local General Medical Practitioners, General Dental Practitioners, Public Dental Service colleagues, Public Health Nurses and other Health and Social Care Professionals.
15. To help support dentists, dental therapists and dental nurses in training grades within the Public Dental Service
16. To participate in Quality Improvement activities, performance appraisal and in quality assurance processes such as audit and peer review, including leading these as and when appropriate.
17. To keep up to date with developments in dentistry and particularly to attend meetings and study days as agreed by the Public Dental Services Dental Clinical Lead.
18. Any other reasonable duties as delegated by the Public Dental Services Dental Clinical Lead

Key Role Duties

The job plan focus for this post will be to provide services aligned to referral pathways for dental anxiety management including inhalation and intravenous sedation and general anaesthesia, special care dentistry, paediatric dentistry and minor oral surgery, with training being provided as required. The successful applicant will be required to

develop skills and knowledge required for frequent management of more complex medical comorbidities, mental and physical disabilities and complex social circumstances.

WORK LOCATIONS

Whilst this post will be primarily located in Aberdeen City with services provided from a number of PDS clinic locations, the post holder may be required to work at any NHS Grampian dental clinic, hospital or other establishment for the purposes of service provision, in-service training, staff meetings and maintenance of services during periods of staff absence. Domiciliary visits to provide dental care are also a major feature of all posts in the Public Dental Service.

Clinical care of patients

- Offer routine care to patients registered with NHS Grampian / Aberdeen City PDS
- Offer routine primary care dental services to the most vulnerable children and adults within the population in Grampian
- Offer joint/ partnership/ intermediate primary dental care to children and adults with special needs as required based on local service need, including within residential settings and care homes
- Accept referrals from colleagues in the dental services, related health services and local authority professionals

Dental Inspections

- Undertake school dental inspections as required
- Undertake additional inspections for children eg nursery schools /other settings as required
- Undertake inspections on adults as required eg care homes/adult training centres as required
- Liaison and support for the development of community health and public health

SECTION 4 ORGANISATION AND MANAGEMENT

ORGANISATIONAL RELATIONSHIPS

The post holder will be an employee of NHS Grampian.

The post holder will be required to be admitted to the NHS Grampian Dental List to provide services in accordance with the National Health Service (General Dental Service)(Scotland) Regulations 2010

Day to day operational management of this post is through the Dental Clinical Lead and the Dental Service Manager for Aberdeen City Health and Social Care Partnership

The post holder will be supported by NHS Grampian / Aberdeen City HSCP for all supply of materials, equipment and staff.

Professionally the post holder reports to and is professionally accountable to the Aberdeen City PDS Clinical Dental Lead.

This accountability will be supported by monitoring reports on clinical care activity including participation in Public Health Programmes. Audit, Clinical Governance and Risk Management will be developed as part of the Public Dental Service Team. Protocols and clinical guidelines will be developed as part of the Public Dental Service Team

Dimensions:

NHS Grampian population circa 580,000

NHS Grampian Primary Care Dental Services

Public Dental Services – Senior Dental Officers/Dental Officers / Dental Therapists / Dental Nurses / receptionists and LDU technicians

Dental Clinical Leads for Aberdeen, Aberdeenshire and Moray Health and Social Care Partnerships

Childsmile Programme Co-ordinators, Dental Health Support Workers and Dental Nurse Team

Independent General Dental Practice teams

NHS Grampian Consultant services:

Consultant Dental Public Health / Oral Health Improvement Team

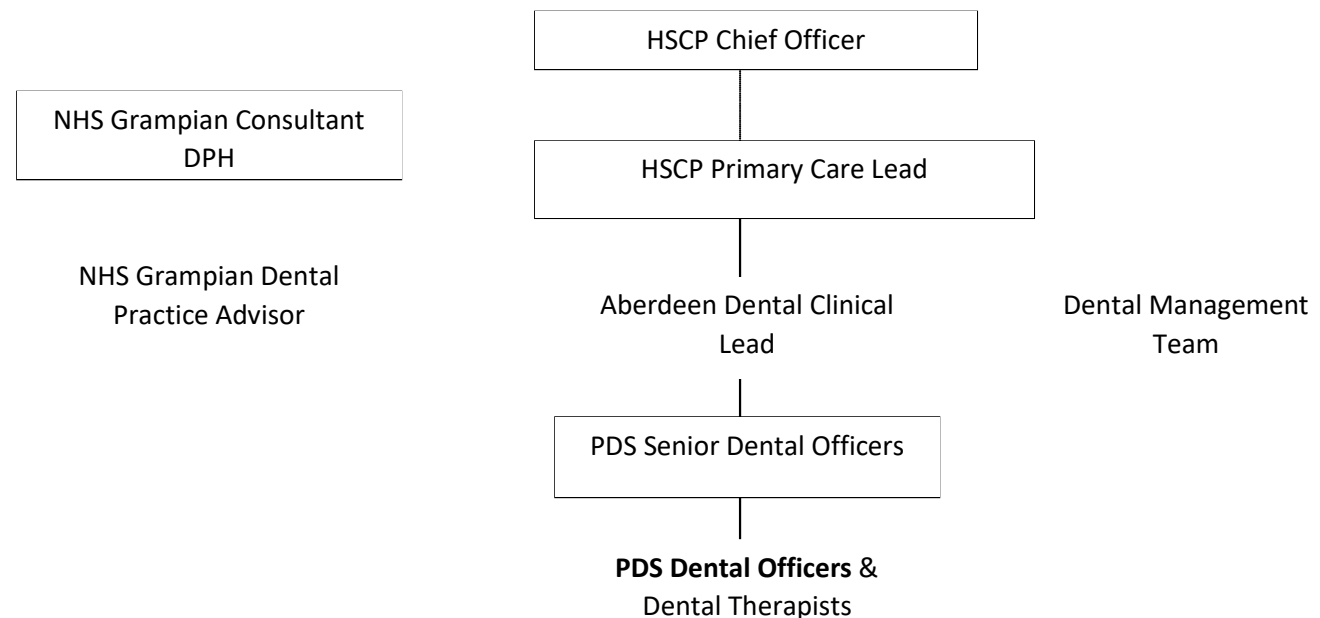
Consultants in Restorative Dentistry, Orthodontics and Maxillofacial Surgery

**Aberdeen Dental Hospital and University of Aberdeen Institute of Dentistry
Universities of Aberdeen and Dundee Outreach Centres****NHS Education for Scotland**

Undergraduate BDS programme

Dental Nurse training programme

Dental Vocational Training and Dental Core Training programmes

ORGANISATIONAL CHART**SECTION 5 ASSIGNMENT AND REVIEW OF WORK**

Individual objectives will be agreed with the Aberdeen City Dental Clinical Lead annually through the performance appraisal and job planning processes.

Service objectives will be linked to national and local outcomes for Health and Social Care, the Strategic Plan of the Aberdeen Health and Social Care Partnership, and NHS Grampian strategic objectives, including the NHS Grampian Dental Plan.

SECTION 6

OTHER RELEVANT CONDITIONS OF EMPLOYMENT

- The post is offered on National Health Service Scotland Public Dental Service Terms and Conditions of Service 2013.
- The policies and procedures pertaining to this post are determined by NHS Grampian / NHS Scotland
- NHS Grampian has established Joint Negotiating machinery for Medical and Dental staff. Any agreement reached in that forum will form part of your contract of employment.
- The post holder requires to be fully registered with the General Dental Council and to maintain that registration throughout the period of employment
- The post holder, as an employee of NHS Grampian will be covered by NHS Circular 1989 (PCS) 32 in relation to indemnity. However, it is mandatory that the post holder be a member of a recognised professional defence organisation in order to be admitted to NHS Grampian's List and proof of such membership will be requested by NHS Grampian before taking up appointment
- The appointment is made subject to satisfactory fitness for employment. The successful candidate will, therefore be required to attend a pre-employment health screening arranged by NHS Grampian
- The post holder, as a member of staff undertaking exposure prone procedures will be required to provide acceptable evidence that he/she has been immunised against Hepatitis B (HBV) and that antibody responses have been checked thereafter
- The post holder is required to give three months' written notice of termination of this contract
- This post is covered by the Rehabilitation of Offenders Act 1974 which requires details of all convictions including those spent under the terms of the Act to be submitted; these details require to be made available to NHS Grampian before interview
- All medical and dental posts involve employment in a position of trust which may involve working with children and vulnerable adults. NHS Grampian is required therefore to instigate a check to be made with Disclosure Scotland and any conviction records to be disclosed

OTHER RELEVANT INFORMATION

Professional and clinical standards

- Expected to work to the professional standards defined by the General Dental Council for the care and treatment of patients, and legislative frameworks for the provision of all aspects of clinical dental care
- Professional standards must be maintained, including appropriate infection control procedures and compliance with the requirements of IRMER

- Expected to demonstrate a structured approach to their continuing professional development and demonstrate evidence that they have developed the enhanced clinical skills in the particular areas identified in the job description
- Expected to work under the NHS (GDS) (Scotland) Regulations 2010 as amended, and ensure systems and standards as set out by these regulations for point of treatment checks, estimates and patients charges
- Required to comply with NHS Grampian / NHS Scotland policies, procedures and guidelines
- Expected to participate in core mandatory training, including resuscitation, moving and handling and other core training priorities, as identified by the Dental Clinical Lead
- Required to work in other clinics or settings that are appropriate to the needs of the service
- Required to observe the confidentiality of records and health information at all times and be aware of the Data Protection Act (2018) and GDPR Regulations
- Required to demonstrate that they are aware of best practice and that they can apply this to their clinical case load

Working Environments

- The post holder may work in a variety of clinical settings and will have to be adaptable and flexible
- The post holder may work within non-clinical administrative locations as required

Complexity of work undertaken

Be capable of delivering the full range of primary dental care, and develop and apply clinical skills appropriate to specific patient groups with more complex health and care needs
All administrative duties in relation to patient care and service delivery

Communication:

Communication with patients, families, carers, the dental clinical team and other healthcare professionals and groups

Job planning

This job description reflects the immediate priorities for this post, and to reflect changing service needs, some elements may be subject to amendment but not without prior discussion and negotiation. On taking up post a Job Plan will be agreed with the Dental Clinical Lead and will be reviewed at 6 months in post, and thereafter annually as noted in the Terms and Conditions.

Machines and Equipment Used:

Dental equipment.
Radiography equipment including digital radiography exposure and processing equipment.
IT systems including electronic clinical, administrative and referral systems
Car / small van driving

Health and safety

The post holder will be required to comply with NHS Grampian and Aberdeen City Health and Social Care Partnership Health and safety Policies.

Under the provisions of the Health & Safety at Work Act, 1974, it is the duty of every employee to;

- Take reasonable care of themselves and for others
- To co-operate with NHS Grampian as far as necessary to enable them to carry out their legal duty

Clinical Governance

Clinical Governance is the framework through which NHS Grampian and Aberdeen City HSCP are accountable for the continuous improvement of the quality of the services provided and the safe guarding of the standards of care to patients. It does this by creating and maintaining an environment in which excellence in clinical care can flourish.

Every member of staff must work within this framework as specified in individual job descriptions. If you have any concerns on any clinical governance matters, these should be raised with your line manager or professional lead.

The post holder will be expected to contribute to Clinical Governance within the service participating in Quality Improvement activities and development of protocols in line with professional best practice standards and guidelines.

PERSON SPECIFICATION – Public Dental Service Dental Officer

DIVISION/DIRECTORATE: Aberdeen City Public Dental Service LOCATION: Aberdeen City			
Factor	Essential	Desirable	Method of assessment
Experience	Completion of Vocational Training or equivalence in NHS General Dental Practice NHS Scotland General Dental Services experience Extensive post qualification experience in NHS primary care dentistry. The post holder must have a level of clinical experience and confidence to deliver a broad range of dental care to patients with more complex needs Experience in clinical audit and / or peer review Experience working within team environment	Able to manage complexities related to patients with additional needs and know when to seek advice. Experience working in a multi-disciplinary environment Experience in • provision of IV / inhalation sedation • domiciliary dental care • minor oral surgery	Application form Interview
Qualifications	Primary dental degree / qualification currently recognised for registration by the GDC Full registration with GDC and not subject to any practising restrictions	Relevant clinical postgraduate training / qualifications relevant to Public Dental Service	Application form Documentary evidence Interview

	Continuing professional development record that is structured and relevant to the clinical areas identified in this job description. Eligibility for inclusion on Part 1, sub-part A of NHS Grampian General Dental Services Dental List		
Knowledge and skills	Full range of contemporary clinical dental skills, including restorative and surgical dentistry skills Demonstrate a good understanding of the Public Dental Service Current knowledge of GDC standards, NHS GDS Regulations and awareness of current medico-legal frameworks in relation to dentistry and NHS services Evidence of written and oral communication skills	IT and presentation skills Familiar with dental practice software. Evidence of clinical support and mentoring for others	Application form Interview
Disposition	Interest in clinical care of priority group patients with complex needs Able to demonstrate initiative, self-management and adaptability Able to motivate self and others and work as part of a team Able to respond to pressure in a calm and professional manner Ability to adopt a problem-solving approach Able to deal with unplanned care episodes in a timely and professional manner	Able to deal with difficult and challenging situations	Application form Interview References
Other Factors	PVG clearance Occupational health clearance Car driver with full valid driving licence and insurance to include business use. Access to car for work purposes		Application form Interview Pre-employment checks

	Ability to travel to work locations and for work purposes		
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