

Director of Dentistry

Twitter
Facebook
Web

@NHSWI
[facebook.com/NHSWesternIsles](https://www.facebook.com/NHSWesternIsles)
wihb.scot.nhs.uk

Western Isles Health Board
The best at what we do

A Message from the Medical Director

Dr Francis McAuley

Medical Director

Thank you for your interest in our Director of Dentistry post. We pride ourselves as an organisation that is at the forefront of innovation whilst delivering truly person-centred care services for our patients.

I joined NHS Western Isles in March 2020 as Medical Director for a number of reasons; not just to gain an interesting and promoted post, but also for the lifestyle that the Western Isles has to offer, from its scenic beaches to its more peaceful, safe and tranquil way of life. The islands have an appetite for change, but also an enthusiasm to maintain their character while developing resilient health and social care services for their residents.

NHS Western Isles Health Board is proud to employ around 1045 members of staff and have nine GP Practices at fourteen sites throughout our beautiful islands. We recognise that people who work in our teams are central to ensuring that we deliver the highest quality of safe and effective person-centred care. This can only be achieved when our staff feel valued and are fully engaged with the organisation, and our senior leadership is critical in delivering this.

I hope you find the information pack and supporting documents useful in deciding to make a formal application. There is no doubt the agenda for the NHS continues to be ever more challenging as we face increasing demand and consider how to use our resources effectively and efficiently.

If you believe you have the skills, determination, and drive we are seeking then I look forward to receiving your application, which will be given careful consideration.



Email

francis.mcauley@nhs.scot



Job Advert



Director of Dentistry

Salary £82,475 - £88,980 (per annum)

as set out in Annex A of the Public Dental Service TCS

Plus Distant Islands Allowance of £1,117 (per annum)

37.5 hours per week

Permanent post

NHS Western Isles is looking for a new Director of Dental Services to lead our Public Dental Service. This post will drive forward changes to services across the Western Isles, ensuring the provision of high quality dental care. The post will be based at the Western Isles Dental Centre in Stornoway on the Isle of Lewis. The Centre is a modern, multi-surgery 'teach-and-treat' facility, with a highly supportive environment for clinicians of all levels of experience.

With a budget of over £3million, the post holder will have overall management responsibility for the public dental service, act as the strategic lead in facilitating the development of independent dental practices, and be the clinical lead for dental care in the Western Isles.

The post holder will provide ad vice and support to the Integration Joint Board and Board of NHS Western Isles, and will liaise with the Scottish Government Health Directorate as required. The post holder will also be required to maintain a clinical role in accordance with the needs of the service.

The Public Dental Service provides dental treatment, under NHS General Dental Service regulations, for adults and children. Applicants should be dentists with full UK General Dental Council registration and have completed Vocational Training in General Dental Practice or equivalent. **This post is eligible for relocation expenses.**

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme).

For further information on this post, please contact Dr Francis McAuley, Medical Director, via email to francis.mcauley@nhs.scot.

NHS WESTERN ISLES
AGENDA FOR CHANGE
DIRECTOR OF DENTISTRY

1. JOB IDENTIFICATION

Job Title: Director of Dentistry

Department(s): NHS Western Isles Dental department

Job Holder Reference:

No of Job Holders: 1

2. PURPOSE

The purpose of the job is to provide clinical and strategic leadership in the assessment, planning, implementation and evaluation of dental services within the Western Isles. This includes:

- Delivering tangible improvements in the oral health of the population;
- Having overall management responsibility for the public scheduled and unscheduled dental service of NHS Western Isles;
- Being the strategic lead in facilitating the development of independent dental practices in the Western isles; and
- Being the clinical lead for dental care in the Western Isles.

The post holder will provide advice and support to the Board of NHS Western Isles and the Integration Joint Board, and will be the first point of contact for the Scottish Government Health Directorate as required.

The post holder will also be required to maintain a clinical role in accordance with the needs of the service.

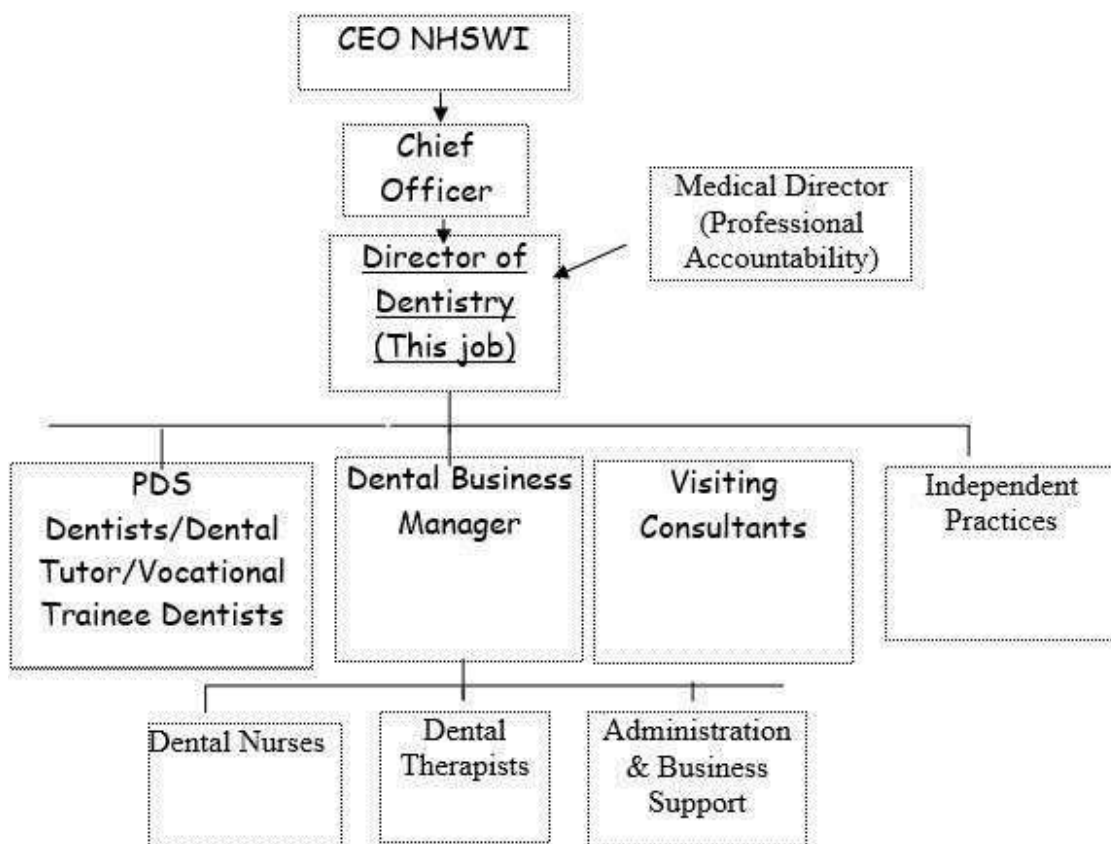
N.B In the event of NHS Scotland being placed on an 'Emergency Footing' and or NHSWI declaring a 'Major Incident', or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.

JOB SUMMARY

- Lead on the promoting of Dental Public Health national and local projects

- Lead on service redesign to achieve and demonstrate better oral health improvements, outcomes, and experiences for service users;
 - To lead change management process in implementing new service arrangements;
 - Ensure services are delivered in a safe clinical working environment, adhering to all I.P&C guidelines and procedures;
 - Provide strategic and operational leadership for service improvement;
 - Engage with service users and other stakeholders;
 - Ensure governance and practice frameworks are promoted and embedded to meet standards;
 - Lead and implement organisational change;
 - Interpret national policy and develop local strategies and practice frameworks;
- Director of Dentistry acts as first point of contact for The Scottish Government in all aspects of public and private dentistry.

3.ORGANISATIONAL CHART



4. SCOPE AND RANGE

Dimensions:

Budget £3,130,347.

Key Relationships:

Chief Executive and NHS Board
SGHD Chief dental officer
NHSWI Medical Director
Chief Officer, Health and Social Care
Executive Directors, NHS Western Isles
Senior Management Team, Health and Social Care
Dental Business Manager, NHS WI
Visiting Consultants
Independent Dental Practices
NHS WI Dentists, Nurses, Support Staff
Local authority professionals

5. MAIN DUTIES AND RESPONSIBILITIES OF THE POST

Strategic Leadership

- To ensure that there are comprehensive and appropriate dental services within the Western isles to meet the clinical needs of the population;
- Assessment of population dental health needs in liaison with Public Health/Health Intelligence;
- Develop and implement local protocols and procedures in conjunction with General dental Service colleagues to ensure optimum cooperation between General Dental service and Public Dental Service for the benefit of the local population;
- The collection, analysis and interpretation of social, demographic, geographic, and dental epidemiological information, e.g. leading on the National Dental Inspection programme to ensure quality of data and use of data after collection to inform policy;
- The identification of indicators and determinants of dental health status and the potential for improving it;
- Lead on promoting Dental Public Health national and local programmes and projects.
- Interact with, and be responsive to, stakeholders in planning and delivery of dental services;
- Contribute to the corporate work of the NHS Board by giving advice to the Chief Executive, Director of Public Health, Heads of Service, Children's Services, as well as participation in Board meetings, seminars, and public meetings as required;
- Develop links with Consultants in neighbouring Boards and contribute to work at a national level as appropriate;
- Ensuring Independent Dental Contractors comply with NHS GDS Regulations where applicable;
- Participate in and influence development and agreement of Strategic Plan;
- Participation in relevant Locality Planning Groups to ensure public informed of dental strategy, and respond to public opinion.

Managerial

- Oversee the management of staff within the service, support workforce planning, maintaining quality recruitment and retention, training and performance management and ensuring continuous professional development and improvement in service delivery;
- Ensure the direct reports have the necessary safe systems and working arrangements in place and are working effectively to deliver all service requirements, taking account of statutory and legislative requirements. Undertake performance reviews for all direct reports on an annual basis ensuring feedback on performance is given at regular intervals throughout the year.
- As Information Asset Owner (I.A.O), responsible for ensuring adherence to the protective marking system and reports retention schedule, and for ensuring the appropriate management of a particular information asset(s) including regular auditing of the quality of their data assets and any improvements arising thereof. Complying with the Information Security Policy Framework.
- Generate an ethos of professional and collective leadership amongst professionals, senior clinicians and managers with regard to accountability, responsibility, role and contribution. Engage with frontline professionals to support innovative practice and local solutions to service challenges.
- Oversee the development of a needs-led competent and confident workforce, and service plans.
- Identify optimal, effective service level to deliver better outcomes for people who use services and their carers.
- Develop, implement and meet policy and service goals. Promote, and where necessary, lead the identification, development and implementation of evidence based service redesign projects creating new ways of working, organisational change or service change to meet the health and social care needs of the population.
- Oversee and be accountable for the risk management arrangements of the service and ensure that the service risks are appropriately identified, assessed, communicated, and are reduced and or removed within the Senior Management team and to trough appropriate committees within the NHS Western Isles.
- Prepare, manage and monitor budgets in accordance with the financial policies, regulations, and directions of NHS Western Isles using the systems and process to ensure effective budgetary control. Effectively identify and achieve cash releasing efficiency savings.
- Develop and manage capital investment processes, as required, under the governance of NHS Western Isles and Comhairle nan Eilean Siar.
- Manage complaints in line with the policies of NHS Western Isles.
- The monitoring of service availability and activity/utilisation.
- The assessment of the adequacy of dental care provision, including patient and professional views.
- Lead for Out of Hours dental services and liaison with NHS 24 on operational/strategic matters.
- Maintain dental risk registers.
- To be responsible for ensuring that patient's NHS dental charge contributions are collected efficiently and effectively.

Clinical Leadership

- Maintain close links with relevant dental staff and committees, i.e. Area Dental committee, NHS Western Isles dental staff and Independent General Dental Practitioners.
- Participation in the audit of dental public health and advising the NHS Board on audit in dentistry in the Western Isles.
- Participation in the education and training of dental and other health service personnel.
- Act as a proxy for Dental Practice Advisor (DPA) for independent practice and calling in DPA support as required from other Boards.
- National Dental Inspection Programme Coordinator.
- Local facilitation of Dental Outreach Services (Dental Students and Dental Therapy Students) and Dental Vocational Programmes.
- Radiation Protection Supervisor for local dental services.
- Directly support PDS dentists in management of complex cases.
- Monitoring clinical performance of dentists, dental nurses, and hygienists employed by NHS Western Isles.
- Establishing governance pathways for clinical performance.
Initiate draft and consultation documents of local operational policies in accordance with clinical governance.

6. SYSTEMS AND EQUIPMENT

- Computer and paper based record keeping
- Computer software approved by NHS Western Isles e.g. TOPAS, Intranet, Datix
- Patient management software (currently SOE/Exact)
- Staff management systems e.g. e-KSF, SSTS
Delegated financial authority for dental budgets

7. DECISIONS AND JUDGEMENTS

The post holder will be required to:

- Undertake the full range of management tasks requiring high levels of sustained concentration and analysis. The post holder will be required to make difficult decisions with a high level of independence often in challenging and in ambiguous circumstances.
- Be responsible for interpreting national policy and strategy in relation to area of responsibility for local application, in order to set goals and standards for the management of performance.
- Work independently with objectives managed and assessed within NHS Western Isles PDPR framework. The post holder will determine own priority areas from objectives agreed with Chief Officer and Chief Executive.
- Act independently, decisively and effectively within portfolio areas and to work toward corporate objectives with a high level of self direction and control.
- Take appropriate action, from a wide range of options, based on assessment of operational performance (clinical and managerial) and analysis' or patient experiences, and decide on and implement appropriate monitoring/enforcement systems/processed and will use own initiative as to when variances in performance should be reported.
- Be able to analyse performance actively in relation to performance, clinical governance, patient safety and quality improvement targets and determine and implement appropriate strategies from a wide range of options to improve performance.

8. COMMUNICATION AND RELATIONSHIPS

The post holder will be required to communicate with large groups where there are significant barriers to acceptance requiring high levels of skill in motivation, negotiation and persuasion. For example, communicating development plans and service changes to staff, at public meetings where these plans may not be readily accepted or understood.

The post holder will be required to influence stakeholders in areas which at times may be contentious, requiring the post holder to utilise a wide range of negotiation and conflict resolution skills.

The post holder will be required to communicate with a wide range of people, in small and large groups in a variety of settings with the aim of driving service improvement.

The post holder will have high levels of skill in assessing group/individual dynamics and developing strategies that overcomes barriers to change such as the ability to assess levels of understanding, possible feelings of threat and loss of consequent to proposed change and negotiating and managing the change process for the benefit of the organisation.

To have excellent verbal communication and interpersonal skills and the ability to convey, at times, highly contentious and often complex information with sensitivity to a variety of audiences in climate of proposed major change.

9. PHYSICAL DEMANDS OF THE JOB

Physical

- Required to use keyboard/VDU often for prolonged periods (when producing urgent documents)
- Required to work flexibly according to needs of service
- Required to drive across the partnership area

Mental

- Requirement for a high degree of concentration and ability
- Requirement to operate under pressure in relation to workload and deadlines
- Ability to influence the activity of others

Emotional

- Ability to work under pressure
- Exposed to and at time, pass on clinical information which at times can be distressing
- Occasionally, can be subject to aggressive and challenging behaviours
- Required to exercise tact in dealing with people
- Ability to demonstrate energy and enthusiasm, a positive outlook, particularly during adversity.
- Providing resilient leadership during continuous and concurrent change where there are high levels of ambiguity and barriers to change. Proven ability to turn things

around and lead through difficult periods.

10. MOST CHALLENGING PARTS OF THE JOB

Striking the balance between the development of long-term strategic plans while delivering short term operational requirements.

Ensuring the delivery of efficient and effective service redesign while effectively managing resources and meeting ongoing service requirements.

Working across different professional structures, understanding and harmonising cultural and strategic differences.

11. KNOWLEDGE TRAINING AND EXPERIENCE

- Dental Degree
- At least 6 years recent relevant post graduate experience
- Additional postgraduate qualification of relevance.
- Full registration with the UK General Dental Council as a registered Dentist
- Fully conversant with the requirements and legislation pertaining to the provision of dentistry in Scotland
- Evidenced commitment to continuous professional development
- Experience of providing comprehensive oral care
- Experience of providing care for vulnerable groups
- Experience of budget management
- Experience of handling complaints.
- Previous management of clinical dental services

STANDARD ELEMENTS

Confidentiality

Comply with all approved NHSWI Policies and Procedures.

Comply with NHSWI Communication Strategy and Media Strategy.

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

Health and Safety:

Assist in maintaining own and others' health, safety and security.

This involves:

a) Complying with Board health and safety policies, procedures and participating in mandatory

training.

b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

Ensure own actions support equality, diversity and rights.

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

JOB DESCRIPTION AGREEMENT

I, (Print Name)..... confirm that the job description(s) /person specification(s) attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: 21.10.20

NHS WESTERN ISLES - PERSON SPECIFICATION

Job Title: Director of Dentistry

Department: Dentist

Location: Western Isles

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of providing comprehensive oral care</p> <p>Experience of providing care for vulnerable groups</p> <p>Experience of budget management</p> <p>Experience of handling complaints.</p>	<p>Previous management of clinical dental services</p> <p>Evidence of CPD of relevance to the provision of dental public health as well as clinical dental care</p> <p>Publications in referred journals</p>
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<p>Dental Degree</p> <p>Postgraduate qualification of relevance.</p> <p>At least 6 years recent relevant post graduate experience</p> <p>Full registration with the UK General Dental Council as a registered Dentist</p> <p>Fully conversant with the requirements and legislation pertaining to the provision of dentistry in Scotland</p>	

	Evidenced commitment to continuous professional development	
KNOWLEDGE AND SKILLS	Knowledge of the requirements of clinical governance and quality assurance	
DISPOSITION		
OTHER	Ability to work as part of a multidisciplinary team	

About the Western Isles

The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.

Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.

The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

Links

visitouterhebrides.co.uk
welovestornoway.com
hebrides-news.com
hebrideanhousing.co.uk
cne-siar.gov.uk

About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

Stornoway—Western Isles Hospital (Ospadal nan Eilean Siar)

Benbecula—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

Barra—St Brendan’s Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

Web

wihb.scot.nhs.uk

The latest information about the Board’s response to the COVID-19 pandemic can be found on the Board’s dedicated website.

Web

coronavirus.wi.nhs.scot



Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

Stornoway Airport—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

Benbecula Airport—Glasgow, Inverness, Stornoway

Barra Airport—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



Links

Ferry Travel:
calmac.co.uk

Air Travel:
loganair.co.uk

Car Hire:
carhire-hebrides.co.uk
lewis-car-rental.com

Air Discount Scheme:
airdiscountscheme.com