# Job Description

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| 1. **JOB IDENTIFICATION**
 | Job Title | Senior Dental OfficerSpecial Care |
| Department(s)/Location | Public Dental ServiceAngus, Dundee, Perth |
| Number of Job Holders | 1 |
| CAJE | N/A |
| JOB PURPOSEThe post holder will provide comprehensive clinical dental care to patients with special care needs across Tayside. This includes patients with physical and intellectual disabilities, complex medical conditions, mental health problems, frail older people and socially excluded such as those experiencing homelessness or substance misuse problems. The Public Dental Service is a single, Tayside wide service and the post holder will be expected to work in any location within the area, as directed. |
| ORGANISATIONAL POSITIONClinical Dental DirectorDeputy Clinical Dental Director **Senior Dental Officer**Technicians Support ServicesOral Health Improvement TeamHygienist/TherapistSenior Dental NurseDental Officer Deputy SDN Dental Nurse |
| SCOPE AND RANGEScottish Public Dental Service Terms and Conditions of Service April 2013 Annex C Section 2: Competencies for Senior Dental Officers describe the full range of duties and responsibilities. This also includes any or all of the following, with appropriate training.Special care SDOs require specialist knowledge, attitudes, and skills to plan, facilitate and provide high quality comprehensive oral care for people with complex and/or additional needs. They have a detailed understanding of disability and of the environmental, social, medical, and psychological issues in relation to health behaviour, oral health, oral function, and quality of life. Care is provided in a variety of locations which can include primary care, hospitals, domiciliary settings, secure settings, and nursing and residential homes. Special care SDOs will be experienced and competent in the planning of care and provision of dental treatment for patients with complex needs. This will take time, expertise and possible liaison with others involved in their care. They will have undertaken training to gain the additional knowledge and skills. Treatment maybe provided under local anaesthesia, conscious sedation or general anaesthesia in primary, secondary or tertiary care. These skills and knowledge are likely to be beyond that expected of a GDP.Special care SDOs will accept referrals from health and social care professionals for patients whose condition or circumstance prevents them from accepting care in a general dental practice.**1.1** Understand legal and political issues for major disability groups and marginalised groups.**1.2** Awareness of legal and ethical frameworks, relevant to special care dentistry.**1.3** Understand specialty-specific clinical policies, guidelines, and quality assurance initiatives.**1.4** Understanding of multidisciplinary and inter professional team working, relevant to special care dentistry.**2.1** Recognise the cultural and social context of disability.**2.2** Understanding of the epidemiology of disability.**2.3** Knowledge and awareness of the barriers to inclusion for major disability groups and marginalised groups.**2.4** Knowledge of communication strategies in the healthcare setting for a range of disability groups.**2.5** Understand and support health related behaviour.**2.6** Ability to develop dental services for people with a disability and marginalized groups.**3.1** Knowledge and understanding of systemic diseases and their oral manifestations.**3.2** Understanding of pharmacology and therapeutics in medically complex patients.**3.3** Competency in the dental management of medically complex patients.**3.4** Competency in the dental management of the frail older person.**3.5** Competency in the dental management of patients with mental health conditions.**4.1** Understand oral health surveillance methods, data interpretation and application.**4.2** Understanding of oral health promotion, as applied to SCD.**4.3** Understanding of service planning for individuals with complex needs.**4.4** Understand how to develop SCD services for populations.**4.5** Demonstrate Leadership and management skills, as applied to SCD.**4.6** Understanding of wider approaches to oral healthcare services.**5.1** Competency in restorative clinical skills.**5.2** Competency in oral surgery and oral medicine clinical skills.**5.3** Competency in radiography and radiology skills specific to the specialty.**5.4** Competency in inter-disciplinary working with paediatric dentistry and orthodontics teams.**5.5** Competency in dental care provision in domiciliary and alternative clinical dental settings.**5.6** Competency in physical interventions to manage special care groups.**6.1** Understanding of pain, dental anxiety and stress in patients requiring Special Care Dentistry.**6.2** Understanding of non-pharmacological approaches to managing pain and anxiety in Special Care Dentistry.**6.3** Understanding of pharmacological techniques to manage pain and anxiety.**6.4** Competency in clinical skills in pain and anxiety control.Involvement with the training of Specialty Registrar in Special Care Dentistry.Participation in inspection and screening programmes.Provision of comprehensive oral health care to priority groups and safety-net patients. Care may be provided from clinics, mobile dental units or in domiciliary settings and the post holder must be prepared to drive a vehicle as instructed to meet the needs of the service. The PDS provides dental care in a number of institutional settings including HMP Perth, Secure Schools, Care Homes, Long Stay and Secure Hospitals etc. The postholder will be required to work in any or all of these locations depending on the needs of the service.Provision of dental care is primarily within the terms of the General Dental Service Regulations.Provision of treatment under oral, inhalation or IV sedation and general anaesthetic, in appropriate settings and with appropriate trained supporting staff.Participation in emergency and out of hours services in Tayside. There will be a requirement to work on weekends and public holidays as part of providing emergency cover.Health promotion and health education programmes.Participation in future research programmes and epidemiological studies as required.The post holder will be required to participate in audit and in the clinical governance of the service.Self-directed assignment of work within agreed objectives set by the Deputy Clinical Dental Director and Clinical Dental Director.The postholder will be subject to both informal review and formal annual appraisal.Job plans will be developed within the first three months of commencement and will be reviewed at formal appraisal. |
| 1. **MAIN DUTIES/RESPONSIBILITIES**

The Senior Dental Officer will work within agreed objectives set by the Deputy Clinical Dental Director and Clinical Dental Director to: 1. Provide clinical dentistry for patients with special care needs at a senior dental practitioner level and maintain clinical skills at the level of a senior clinician within the terms of the GDS regulations.
2. Provide advice and assist clinicians with treatment planning and delivery of dental care in complex special care cases.
3. Engage in appropriate continuing professional development to maintain and advance own clinical skills and activity.
4. Support continuous quality improvement; clinical effectiveness, audit, peer review and facilitate the implementation of guidelines that support best practice.
5. Contribute to the Senior Team within the PDS and undertake diverse duties of other SDO’s in their absence.
6. Participate in the Out of Hours Service in both clinical and senior roles.
7. Undertake other duties or functions as required.
8. Be responsible for an area of portfolio working as agreed with the Deputy Clinical Dental Director and Clinical Dental Director.

The post holder will be responsible to the Clinical Director of the Public Dental Service, through the Deputy Clinical Director, for all clinical and professional matters. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Clinical Dental Director, Deputy Clinical Dental Director.
* Senior Leadership Team.
* Service users, families and carers.
* Clinical dental staff within NHS Tayside.
* Professionals complementary to dentistry within NHS Tayside.
* General dental practitioners.
* Hospital dental staff.
* Medical, education, social care staff and all professionals involved in the care of patients.
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
* Registered with the General Dental Council (GDC) as a dentist for at least five years.
* Post-graduate experience in special care dentistry.
* Post-graduate qualification relevant to special care dentistry.
* Eligible to apply for al list number in Scotland.
* Knowledge of the Adults with Incapacity (Scotland) Act 2000
* Involvement in wide professional activities.
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| 1. **SYSTEMS AND EQUIPMENT**

The post holder is expected to be aware of the health and safety regulations and guidelines.Equipment used includes:-* All specialist dental equipment used in duties of a dentist.
* Desktop computer, notebook lap top and printer,
* Photocopier.
* Projector, scanner, laminator.
* Motor vehicle.
* Telephone landline, mobile, fax
* Visual aids, mobile display boards and banners.

Skills required to operate systems used include:* To maintain both paper and electronic files.
* Use of Microsoft Office e.g. Word, Excel, Access, PowerPoint and Outlook (email)
* Use of database systems specific to their role e.g. CHI, R4
* Demonstration of awareness of data protection, IT systems and security policies.

**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 1937. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 1. **PHYSICAL DEMANDS OF THE JOB**

**Physical*** High level of manual dexterity and skill to carry out dental procedures as outlined in Scottish Public Dental Service Terms and Conditions of Service April 2013 Annex C Section 1: Competencies for Dental Officers.
* Walking, sitting or standing for long periods of time in uncomfortable and difficult positions.
* Carrying and transporting heavy equipment (domiciliary kits, school inspection kits, screening kits, emergency equipment including oxygen cylinders)
* Mobile Dental X-Ray unit.
* Setting up mobile dental units.
* Transferring of patients with mobility problems.
* Speed and accuracy.
* Keyboard skills.
* Lifting and renewing cylinders onto Relative Analgesia machines.

**Mental and Emotional*** Pressure from demanding workload including travel between various /unfamiliar clinics and domiciliary destinations.
* Being able to remain focused during prolonged clinical procedures.
* Dealing with the public and providing empathy and support.
* Pressure of working with patients who have complex needs.

**Environmental*** Working in cramped and confined spaces in Mobile units or patient homes.
* Aggression from patients with unpredictable behaviour.
* Regular handling of sharps.
* Working with substances hazardous to health (e.g. bodily fluids)
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| 1. **DECISIONS AND JUDGEMENTS**
* Clinical decisions as outlined in Scottish Public Dental Service Terms and Conditions of Service April 2013 Annex C Section 2: Competencies for Senior Dental Officers.
* First line management of enquiries or complaints.
* Arranging and organising own workload.
* Working without immediate presence of a line manager.
* Ability to prioritise work load.
* Triaging of patients.
* Problem solving.
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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Working within a changing environment.
* Working with patients with complex needs.
* Prioritising workload.
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| 1. **JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each postholder to whom the job description applies. |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |