

**WELCOME TO**

**NHS GREATER GLASGOW AND CLYDE**

**CANDIDATE INFORMATION PACK**

**Title: Dental Practice Adviser**

**Location: GDS Offices, Oral Health Directorate, 300 Balgrayhill Road, Stobhill Hospital, Glasgow, G21 3UR**

**Job Reference: 166118**

**Closing Date: 17th October 2023**

**Summary Information Relating to this Post**

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| **Additional Arrangements for Applicants : Informal enquiries and details of arrangements to visit the department regarding this post will be welcome by:** |
| **Name**  | **Job Title**  | **Email**  |  **Telephone**  |
| **Julie Reilly** | **OSM, GDS** | **Julie.reilly@ggc.scot.nhs.uk** | **0141-201-9724** |

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.

*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. Applications from UK, EU and non-EU candidates will be welcomed.*

***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 the 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*](#skilled-workers)*.  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.*

*EU, EEA or Swiss nationals are strongly encouraged to join the**EU Settlement Scheme**prior to 30th June 2021.  As part of the recruitment process, you will be required to produce proof of your EU Settlement status from 1st July 2021 to demonstrate your Right to Work in the United Kingdom.*

*Existing employees may be asked to provide evidence of their EU Settlement Status from 1st July 2021.*

*Further information:* https://www.gov.uk/settled-status-eu-citizens-families.

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

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| **1. JOB IDENTIFICATION** |
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| Job Title: | **Dental Practice Adviser**  |
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| Managerially accountable to: | **Clinical Services Manager – Primary Care** |
|  |  |
| Professionally accountable to: | **Lead Dental Practice Adviser - GDS** |
| Department(s): | **General Dental Services** |
|  |  |
| Directorate: | **Oral Health Directorate, East Dunbartonshire HSCP**  |
|  |  |
| Base: | **GDS Offices, Oral Health Directorate, 300 Balgrayhill Road, Stobhill Hospital, Glasgow, G21 3UR** |
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| No. of Job Holders: | **3 (including this post)** |
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| Last Update: | **May 2021** |
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| **2. JOB PURPOSE** |
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| * To contribute to and promote the improvement in quality of care throughout general dental practice.
* To act in a support and advisory capacity (including clinical advice and audit) to general dental practitioners and practice inspectors.
* To advise the Oral Health Directorate and East Dunbartonshire Health and Social Care Partnership on all matters relating to NHS general dental services and to work in close liaison with other professional staff.
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| **3. ROLE OF THE DEPARTMENT** |
| **Oral Health Directorate*** The post sits within the Oral Health Directorate. The Oral Health Directorate is hosted within the East Dunbartonshire Health and Social Care Partnership (HSCP) for Primary Care Dental Services and within Regional Services for Secondary and Tertiary care services. This facilitates the delivery of a single NHS GG&C Board wide service. The structure incorporates: General Dental Services
* Public Dental Service
* Secondary Care Dental Services
* Dental Public Health
* Oral Health Improvement

**General Dental Services**Provides a comprehensive administrative support service to 272 practices and 831 General Dental Practitioners in Greater Glasgow and Clyde in accordance with The National Health Services (General Dental Services) (Scotland) Regulations 2010. The department acts as an enabling function providing contractors with the necessary support and expertise associated with their contractual obligations. The department supports the organisation by ensuring that its statutory responsibilities are fulfilled in relation to these NHS contractors. **Public Dental Service**The service operates on a board-wide basis and provides care for patients who have difficulty accessing mainstream dental services from 26 fixed clinics in Greater Glasgow & Clyde. The Service is responsible for the delivery of complementary Dental Services which includes specialist treatment on referral, access services for Priority Groups (including Prisoners), weekday emergency dental services for non-registered patients, National Dental Inspection Programme in Schools, Oral Health Promotion and Childsmile programmes. |

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| **4. ORGANISATONAL POSITION**  |
| General Manager  Oral Health DirectorateClinical Services Manager – Primary CareLead Dental Practice AdviserThis Post(DPA)(x2)Practice Inspectors(x5)------------- Professional accountability\_\_\_\_\_\_\_\_ Managerial accountabilityDedicated admin support will be provided from the general dental services admin team. |
| **5. SCOPE AND RANGE** |
| The post holders core responsibilities and functions include: * Advice to the Oral Health Directorate
* Advice to the Health and Social Care Partnerships
* Advice to the Health Board
* Support to General Dental Practitioners
* Improving Standards/Practice Development
* Liaison with the Public Dental Service
* Liaison with Dental Public Health
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| **6. MAIN DUTIES AND RESPONSIBILITIES**  |
| * Provide support and advice to GDPs and others by a variety of formal/informal contacts – including inspection visits (announced or unannounced) to assist in helping practitioners to meet required standards.
* Provide advice to the Health Board on matters relating to the GDS in conjunction with the Lead DPA, including technical and clinical advice on complaints and disciplinary matters.
* Respond to appropriate requests for pastoral support/professional advice to GDPs where there are concerns over clinical or service quality issues.
* Provide support to GDPs to enable continuous improvement of the quality of clinical practice. This should encompass advice on guideline implementation, dissemination of best practice, audit, contributing to the identification of training needs and liaison with postgraduate networks. Practice development should also include advice and signposting on education and training of dental care professionals (DCPs) and practice staff.
* On a delegate basis, act as a link between the Oral Health Directorate East Dunbartonshire HSCP, NHS GGC, professional advisory committees and GDPs on matters relating to the GDS.
* To provide support with new initiatives which could be developed into alternative contractual models for provision of care.
* Work closely with the Lead DPA on a variety of projects – including GDS aspects of the implementation of the oral health strategy; monitoring local GDS activity and identifying treatment trends.
* As far as possible, gain a detailed local knowledge of General Dental Practice in the area in order to support and facilitate continuous practice quality development.
* Carry out clinical examinations at the request of GDPs or provide clinical advice on proposed NHS treatment.
* Working with the Lead DPA, provide support for quality improvement work, including linking with existing audit, guideline implementation and training structures within NHS GGC in order to promote and facilitate high clinical standards in practice.
* Participate in the Scottish DPA network and link with other key professional groups including Dental Reference Officers, Dental Advisers, Consultants in Dental Public Health and others.
* Assist in the production of reports as required to the Oral Health Directorate, Area Dental Professional Committees, Health Boards and Health and Social Care Partnerships.
* Assist in the production of an annual report on activity and outcomes.
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| **7a. EQUIPMENT AND MACHINERY** |
| Whilst the post holder is expected to have a sound working knowledge of all equipment, machinery and systems used in the department, they may not have daily personal involvement. Examples of equipment and machinery used are:-* Personal computer/laptop and printer(daily);
* Fax machine;
* Shredder;
* Laminator;
* Overhead projector;
* Photocopier;
* Telephone- landline and mobile (daily).
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| **7b. SYSTEMS** |
| Examples of systems used are:* Internet and Intranet
* Microsoft Office software
* Personnel filing system
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| **8. ASSIGNMENT AND REVIEW OF WORK and DECISIONS AND JUDGEMENTS** |
| The post holder will be required to collate information from several different sources, and prepare reports in different formats for each of the stakeholder groups. You will be expected to adapt the information and delivery to each of these groups to ensure that the tone and complexity of the information is easily understood by everyone.The DPA will be required to make decisions around process to improve quality in general dental practice. They will play a pivotal role in the implementation of guidelines; clinical audit/quality improvement; contributing to the training needs assessment and the promotion of continuing professional development for GDPs, DCPs and practice staff.  |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder is expected to communicate with a wide range of senior clinical and non-clinical staff across the Oral Health Directorate and NHS GGC and with senior officials in external organisations in the public and private sectors. Excellent communication skills are required to inform others. The post holder is expected to have strong presentation skills and to be able to express a view convincingly and coherently, both verbally and in writing. There is a need to develop consistent and structured pathways for communication in Scotland – not only between DPAs but also with other stakeholders.Examples of the main contacts are:**Internal*** Primary Care Dental Team including CSM, Lead DPA and GDS department
* Oral Health Directorate Senior Management Team
* Consultant in Dental Public Health
* Clinical Director, Public Dental Service
* Assistant Clinical Directors, Public Dental Service
* Area Dental Professional Committee
* Health and Social Care Partnerships
* Administrative Teams

**External*** NHS Education for Scotland (NES)
* Health Improvement Scotland (HIS)
* General Public/Patients
* The Scottish Dental Practice Board/PSD
* Other Health Boards
* Chief Dental Officer
* Dental Practice Adviser National Group
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| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Effort/Skills:*** Leadership skills including influencing, well developed listening and interpreting skills.
* Well developed planning, organisational, communication and interpersonal skills
* Good keyboard skills and competent use of word processing, excel, power-point, search engines and-mail packages.
* Numerical, statistical and analytical skills.

**Mental Effort/Skills:*** Mental dexterity in dealing with a vast range of complex data, policy, strategy and information.
* High levels of concentration required during preparation of reports, responses and briefings in relation to complex documentation and issues.
* Ability to multi-task and cope with, and respond to, frequent interruptions.
* Attention to detail and ensuring the production of accurate work, given that there is frequent interruption and a varied and unpredictable work pattern.
* Retention and communication of knowledge and information.
* Workload is subject to a high degree of unpredictability and work requires to be reprioritised on a daily basis. Due to the nature of the work, urgent enquiries may result in a change of task to deal with critical issues.

**Emotional Effort/Skills:*** Post holder’s judgement in dealing with a wide range of people mainly at a senior level within and out with the Directorate.
* Variety of issues and their sensitive/confidential nature requires good coping skills and a high degree of tact and diplomacy.
* Ability to maintain focus and continuity in complex issues over extended periods.
* Ability to prepare comprehensive and accurate information which is accessible and easily understood.
* Ability to assess timescales, recognise the implications and prioritise work accordingly.

**Working Conditions:*** Able to travel to attend meetings and meet with staff at other sites.
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| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| * See attached person specification
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**PERSON SPECIFICATION**

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| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
| Experience | * Minimum of 10 years GDP experience
* Maintains active participation in clinical dentistry
* Has had their own practice inspected successfully within the previous 3 years
* Up to date CPD and clinical audit
* Undertakes to spend the majority of clinical time in NHS dental service after appointment
 | * Participation in professional working groups etc. with other professionals/agencies
* Planning, report writing, assessing, examining, teaching, training
* Active in postgraduate education
* Sedation experience
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| Qualification & Training | * Qualified dentist
* Registration with the General Dental Council \*
* Membership of a Dental Defence Union \*

\* Must be maintained throughout the duration of employment in post | * Relevant Postgraduate qualification
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| Knowledge or skills | * Up to date knowledge and awareness of legislation affecting the practice of Dentistry
* Knowledge and understanding of current GDC Regulations and professional obligations of Dentists and the dental team
* Conversant with NHS Regulations
* Detailed understanding of the Statement of Dental Remuneration (SDR)
* Good working knowledge of MS Office Software, Email and Internet
* Proven time management, planning and organisational skills
* A broad understanding of Clinical Governance
 | * Detailed knowledge and awareness of practice inspection legislation and best practice
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| Dispositione.g. Personal skills | * Reliability and flexibility
* Excellent communication skills
* Approachable
* Capable of working independently and as part of team
* Ability to work with a team
* A positive and enthusiastic approach to general practice
* High professional values
* Exercise a high degree of confidentiality
 |  |
| Other | * No adverse disciplinary record or probity issues
* No evidence of poor clinical quality from DRO examinations
* Minimum complaints against current practice
* No conflicts of professional interest \*\*
* Full driving licence
* Evidence of Continuing Professional Development
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\*\* The Health Board considers that working for other organisations involved with the regulation and monitoring of NHS General Dental Practice may present a professional conflict of interest

**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 Registration with a Licence to Practice or a GDC 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**

For medical consultant posts the post holder on commencement of the post must have full registration with the General Medical Council (GMC a licence to practice and be eligible for inclusion in the GMC Specialist Register. Those applicants trained in the UK should have evidence of higher specialist training leading to Certificate of Completion of Training (CCT) or be within 6 months of confirmed entry from the date of interview. Non UK applicants must demonstrate equivalent training.

If you are unsure of your eligibility to join the Specialty Register then find out more at:-

**https://www.gmc-uk.org/registration-and-licensing/the-medical-register/a-guide-to-the-medical-register/specialist-and-gp-application-types**

Additional information for dental appointments

The GDC issues **Full Registration** and **Temporary Registration**.

* Temporary registration can be issued to allow a dentist to practise dentistry only in selected supervised posts for training, teaching or research purposes.  Temporary registrations are granted for 6 months at a time, up to a maximum of 5 years.
* Full registration allows a dentist to practice dentistry in the UK without restriction.

In addition to full registration, dentists can also *choose* to be included on the **Specialist List.**

* The specialist lists are lists of registered dentists who meet certain conditions and are entitled to use a specialist title. They do not *have* to join a specialist list to practise any particular specialty, but they can only use the title 'specialist' if they are on the list. For more information on please visit **https://www.gdc-uk.org/**

***Right to work in the United Kingdom***

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In addition to the above, all appointments will be made subject to the receipt of satisfactory Pre Employment Checks including: Disclosure Scotland Criminal Records Check / Membership of the Protection of Vulnerable Groups ( PVG) &where applicable evidence of overseas criminal records check, Occupational Health Check, References (all jobs are only offered following receipt of satisfactory references, covering a minimum of a 3 year period), Qualifications, Identity and Right to Work in the UK checks, Fitness to Practice & Revalidation.

**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:**

From the 3rd of June 2019 candidate 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. NHSGGC utilise a third party recruitment system called JobTrain and when you complete and submit the online application form your submitted application will be imported into JobTrain and any emails will be sent via the JobTrain Recruitment System.

If this is the first time you have applied for an NHSGGC vacancy via our eRecruitment system (JobTrain), you will be asked to create an account. You can do this via an email address or social media account. Please make sure the email address submitted is correct as this will be our primary method of contact during each stage of the recruitment process. You will receive emails from our eRecruitment system throughout the process, you can reply to these and they will be received by our Medical Recruitment team member managing the vacancy. Please ensure you check the email account (including junk/spam boxes) from which you apply regularly as we will use this to contact you regarding your application.

NHS Scotland does not accept CV’s in addition to/instead of a completed application form. Your CV will not be provided to the interview panel for shortlisting.

Please remember when using the online application system you will time-out after 30 minutes of inactivity. Please regularly save your application.

NHS GGC is unable to accept written applications; all applications must be submitted via eRecruitment system, JobTrain. Please visit **https://apply.jobs.scot.nhs.uk**

**Contact Us**

For any additional information about this post, guidance in completing your application or if you have any personal requirements that will enable you to participate in our recruitment process please contact a member of our NHS Greater Glasgow and Clyde’s Medical and Dental Recruitment team via:

 Tel: +44 (0)141 278 2700 and select Option 1

 Email: nhsggc.recruitment@nhs.scot

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