**PUBLIC DENTAL SERVICE**

**JOB PROFILE**

**Job Title :** Senior Dental Officer: Paediatric Dentistry

**Line Manager :** Assistant Dental Services Manager

**Relationships :** To work in conjunction with the Clinical Director of Dental Services, Dental Services Manager, Assistant Dental Services Manager, Senior Dental Officers and Dental Officers in the management of the Service. Liaise with colleagues in the Health and Social Care Partnerships and General Dental Services.

**Job Purpose :** To take the Lead role in the management, monitoring and development of patient treatment and access to treatment for paediatric patients, throughout Ayrshire & Arran.

The post holder will be a senior clinician and have expertise in primary dental care. He/she will provide clinical care to clients of the Service and support staff by providing training and clinical supervision when required.

**Principal Responsibilities of the Role**

* Providing comprehensive clinical care to paediatric patients, particularly those with learning disabilities, physical disabilities, emotional disabilities, and children with complex medical needs.
* Participating in the provision of dental treatment under sedation and general anaesthesia for exodontia and restorative care, as required by patient need.
* Developing and co-ordinating a comprehensive area-wide approach to meeting the needs of all paediatric patients.
* Develop referral pathways to minimise patient waiting times across Ayrshire & Arran.
* Providing training and clinical supervision to dentists and dental nurses in the full range of treatment approaches and techniques appropriate for the patient base.
* Oversee the CT1 dentist’s experience of treatment for paediatric patients.
* Champion Priority Paediatric patient interests at intra-departmental meetings, and represent its capacities, to ensure the optimisation of the Dental Department.
* Lead on aspects Child Protection.
* Represent the PDS at any relevant inter-departmental meeting to represent the interests of the PDS.
* Represent Ayrshire & Arran, on a National basis, to ensure the approach to Paediatric care is concurrent with national initiatives.

**General Senior Clinical Responsibilities**

1. To assist and to deputise for the Clinical Director as required, undertaking, as delegated:-
   1. Operational and organisational management.
   2. Monitoring and evaluation.
   3. Development of dental services delivered.
2. To provide a wide range of primary dental care to clients of the NHS Ayrshire & Arran Dental Service, particularly including treatments within the traditional Public Dental Service remit, or meeting the regulations governing General Dental Services as set out and amended by the Scottish Government Health Department.
3. This may include:-
   1. Providing care in the dental centres and on a domiciliary basis.
   2. Providing care under sedation and/or General Anaesthesia.
   3. Accepting referrals from colleagues in Secondary Care and General Dental Services.
   4. Investigation of complaints, and production of a written report, as required, for the Clinical Director.
   5. Planning and co-ordination of the clinical activities of a CT1 dentist, as appropriate.
   6. Carrying out assessments of CT1 clinical practice.
4. Participate in cross-cover with other senior clinical staff.
5. Take responsibility for adequate service provision within their designated remit.
6. Provide clinical supervision as necessary.
7. To participate in Clinical Governance and programmes of clinical audit, peer review and other quality initiatives.
8. Undertake and deliver in-service training as required and demonstrate a commitment to continuing dental education on an individual and service-wide basis.
9. To produce and maintain accurate records of dental care provided complying with the NHS Board’s and Service’s Record Keeping Policies.
10. Other duties within the general scope of the post and appropriate to the grading as may be required.
11. Complete statistical returns as required.
12. Provide support to the Senior Dental Services Manager who will have General Management responsibility for the PDS.
13. The post is poly-clinic based. The post holder will be asked to undertake duties in other clinics within the Service and other Health Service establishments, as well as when required for holiday or sickness relief or temporary redeployment.

**Key Outcomes:**

* Development of a well-integrated service for Priority patients, and patients with Additional Needs.
* A smooth running patient centred service that is optimal both in efficiency and efficacy.
* Appropriate clinical dental care provided to a high standard for clients of the NHS Board’s PDS, complying with the Board’s, Service’s and recognised Professional Standards.
* Appraisal, training, advice and support provided to other members of the PDS.
* Produce reports relating to the Service as required by the Clinical Director.

**Job Plan:**

The post is nominally part time, with a relevant clinical/managerial split, variable to fulfil the requirements of the role.

**Organisational Chart:**

**Clinical Governance Line Management**

Dental Services Manager

Assistant Dental Services Manager

**PERSON SPECIFICATION - Specialist Dental Officer for Special Needs & Priority Adult Groups**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESSENTIAL** |  | **DESIRABLE** |  |
| **Qualifications** |  |  |  |
| A Dentist who is registered with the General Dental Council (GDC) and has a Vocational Training Number (or equivalent) in order to provide General Dental Services.  Has an additional **relevant** postgraduate qualification or can demonstrate equivalent experience.  Full Driving Licence - with car available |  | Managerial Qualification | ........ |
| **Skills** |  |  |  |
| Well developed clinical skills  Ability to identify, plan, organize and lead innovative projects to improve service delivery  Good written & verbal communication skills A good understanding of medicine in relation to dentistry.  Able to communicate well at all levels.  Ability to work well with dental colleagues, health care professionals and other caring professionals. |  | Ability to act as an Appraiser | .......  . |
| **Experience** |  |  |  |
| Significant experience of providing NHS Dental Services  Experience working in the PDS environment  Has recorded experience in the clinical specialism  Clinician within Primary Dental Care  Providing dental care under sedation  Providing Domiciliary Care  Providing care in a Secondary Care setting  Involvement in wider professional activities |  | Involvement in Clinical Audit  Experience of management within a Dental Service | .......  .  .......  . |
| **Knowledge** |  |  |  |
| Sound knowledge and understanding of NHS Primary Dental Care in Scotland and its delivery with particular reference to the PDS.  Demonstrate commitment to continuing education  Sound understanding of clinical governance.  Knowledge of the Hospital Dental Service and specialist primary care dental services.  Knowledge of computer skills, with experience of word processing and basic statistics |  |  | ........  .......  .......  ....... |
| **Personal Characteristics** |  |  |  |
| Ability to work under pressure and cope with setbacks  Adaptable to working practices and techniques  Produce high quality work to time scale  Well organised, rational and analytical  Team player  Flexible with time availability - i.e. to be able to work within all PDS hours of work including out of normal hours e.g. to attend evening meetings and Unscheduled Dental Service |  |  |  |

**Senior Dental Officer Paediatric Care**

**Salary**: **£72,037 - £84,258 per annum** on an incremental scale.

**Base:**

Ayrshire Central Hospital Irvine

**Hours:**

8.30am – 4.30pm Monday – Friday.

**Contract:**

Permanent.

**Registration:**

The post holder must be registered and maintain registration as a dental practitioner with the General Dental Council.

**Transport:**

A current driving licence and car is needed for this post.

Payment for use of the car will be made in accordance with the Board’s conditions of service.