**Oral Health Directorate**

**Public Dental Service**

**1) Job Identification**

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| **Job Title:** Dental Officer  **Base:** TBC  **Department:** Public Dental Service, Oral Health Directorate  **Operating Division of NHS GGC:** East Dunbartonshire HSCP    **Managerially accountable to:** Dental Manager  **Professionally accountable to:** Assistant Clinical Director (s)/ Clinical Director  **Last updated:** May 2023 |

**2) Job Summary**

This posts sits within the Public Dental Service (PDS) in NHS Greater Glasgow & Clyde (NHS GGC) and its purpose is to provide clinical services for paediatric patients, adult special care patients and patients who come under the remit of priority & vulnerable groups throughout the health board area. The post holder will support the delivery of access to high quality NHS care under General Dental Service terms and conditions.

The post holder will provide comprehensive clinical care to both child and adults patients throughout the NHS GGC. This includes patients with complex medical conditions, mental health problem, physical and/or learning disabilities and frail older people. The post holder will be expected to provide comprehensive dental care utilising a variety of behavioural management techniques as required, including conscious sedation and general anaesthesia. There will also be involvement with the undergraduate outreach teaching programme, which is delivered from a number of sites within the board area.

**3) Key Results Areas**

* Delivery of high quality comprehensive clinical care for all patients who come under the remit of the PDS.
* Participation in Clinical Governance and Quality Improvement activities.
* To provide clinical supervision for undergraduates, DCP’s and other dentists as required

**4) Environment**

Surgeries are modern and fully equipped. Chair side support will be provided by fully qualified dental nurses.

**5) Duties and responsibilities**

* Delivery of high quality clinical care in line with PDS requirements in various locations across NHS Greater Glasgow & Clyde including; including health centres, acute hospitals, domiciliary settings, secure schools, prisons and ensuring compliance with GDS regulations and patient charges.

* Comprehensive dental care using a variety of treatment modalities including conscious sedation and general anaesthesia.
* Be involved in the provision of urgent dental care.
* Participation in National Dental Inspection Programme (NDIP).
* Participate, with other dental colleagues in cross-cover provision of PDS across NHS Greater Glasgow & Clyde.
* Participation in CT1 / undergraduate outreach programmes.
* Liaison with other health care providers including working closely with colleagues in the Oral Health Directorate, local GDP’s, medical colleagues, consultants and staff in Glasgow Dental Hospital to promote excellent patient care.
* Pursue clinical excellence in all aspects of the service.
* Supervise dental care professionals, including dental therapists and hygienists.
* Support oral health promotion activities.
* Participate in CPD, appraisal, job planning and clinical governance activities.
* To work in accordance with the NHS Greater Glasgow & Clyde Policies and Procedures, in particular infection control and radiation protection.
* Maintain registration with GDC and comply with GDC CPD requirements.
* Participate in statutory/mandatory training.
* Complete statistical and other returns including GP17’s.

1. **Key relationships**

* Patients and carers
* Public Dental Service staff and managers
* Local GDPs
* Colleagues from secondary dental care
* Hospital staff, community nursing and social services
* Scottish Prison Service
* Professional and other staff who are involved in the care of these patients e.g. dental nurses, undergraduates and NES
* Voluntary and 3rd sector organisations
* Multi agency teams from HSCP’s who provide care for our patient groups
* HSCP colleagues
* Oral Health Improvement team

**This list of duties is not exhaustive and the post holder may be required to undertake other duties appropriate to the grade of the post to meet the needs of the service.**

Local working practices may change as the service develops. Any such changes will be discussed and agreed in advance and will be consistent with the role and grading of the post.

The Terms and Conditions of Service for the Public Dental Service Scotland will apply.

**PERSON SPECIFICATION**

**Post – Dental Officer**

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|  | **SELECTION CRITERIA** | (✓)  Essential | (✓)  Desirable |
| A | **Qualifications & Training**  Registered with the General Dental Council and maintenance of registration throughout employment  Registered and accredited with a minimum of 2 years post graduate work experience  Eligible to apply for a list number in Scotland | ✓  ✓  ✓ |  |
| B | **Experience**  Experience of working within Public Dental Services  Experience of working with vulnerable children and adults  Experience of working with sedation and general anaesthetic  Experience of patients with complex needs |  | ✓  ✓  ✓  ✓ |
| C | **Knowledge, Skills & Abilities**  Familiarity with General Dental Services regulations and working within the Statement of dental remuneration  Good communications skills engaging with clients, carers, and partner agencies | ✓  ✓ |  |
| D | **Personal Qualities**  Confidence in dealing with the public  Flexibility in approach to work  Good team worker with leadership capabilities  Time management, planning and organisational skills | ✓  ✓  ✓  ✓ |  |
| E | **Other Requirements**  Evidence of continuing professional development in line with requirements of GDC Enhanced CPD  Ability to work unsupervised and use initiative  Must have verification of Hep B status  Current driving licence  Car owner | ✓  ✓    ✓ | ✓  ✓ |