 

Working for NHS Fife

Dental Practice Inspector



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| **This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.** |

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| **Section 1: Person Specification** | | |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | * Registration with the General Dental Council which must be maintained * Membership of a Dental Defence organisation (or equivalent if salaried) | Relevant post-graduate qualification relating to dentistry and/or management |
| **Experience** | * Minimum of 10 years GDP experience * Detailed and up to date knowledge and awareness of practice inspection legislation * Conversant with NHS regulations * No adverse disciplinary record * Good DRO record |  |
| **Skills** | * Well-developed interpersonal, leadership and negotiation skills * Ability to deal with potential conflict * Ability to work in a team with colleagues, independently and with other disciplines * Ability to organise time efficiently and effectively. * Reliability * Excellent communication skills | Ability to motivate colleagues |
| **Teaching and Audit** | * Evidence of commitment to QI * Evidence of learning and continuing professional development | Evidence of training in clinical and / or educational supervision |
| **Motivation** | Evidence of commitment to:   * Continuous professional development and life-long learning * Evidence of a well-balanced and satisfactory CPD and QI log. | Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife. |
| Circumstances of Job | * Requirement to travel across Fife to visit practices as required | Car driver with full driving licence |

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| **Section 2: Introduction to Appointment** |

**Job Title: Dental Practice Inspector**

**Department: Primary Care (Primary & Preventative Care Directorate)**

**Base: Cameron House, Cameron Bridge, Windygates, KY8 5RG**

You will be required to visit at any of the general dental practices across NHS Fife.

**Post Summary:**

Applications are invited from suitably qualified General Dental Practitioners for this position within the Primary Care Team based at Cameron House.

The successful candidate will lead and undertake inspections of General Dental Practices and Public Dental Service sites across Fife using the National Combined Practice Inspection Checklist (CPI) in conjunction with an administrative colleague. Providing advice to practitioners on all areas of the dental inspection process.

Applicants must be qualified dental practitioners and have extensive experience of general dental practice.

This is a provision of service contract.

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| **Section 3: Departmental and Directorate Information** |

The Primary Care Team is part of the Primary & Preventative Care Directorate and is based at Cameron House, Cameron Bridge, Windygates, KY8 5RG.

There are approximately 224 Dental Practitioners on 65 sites across NHS Fife.

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| **Section 4: Main Duties and Responsibilities** |

* To lead and undertake inspections of General Dental Practices and Public Dental Service sites using the National Combined Practice Inspection Checklist in conjunction with an administrative colleague.
* To work to a prescribed 3 year rolling programme and achieve a defined programme of inspections and pre-visit inspections to new practices.
* To act in a supportive and advisory capacity (including practice governance advice to General Dental Practitioners).
* To help compile an action list following the inspection detailing relevant actions the practice requires to undertake.
* To achieve defined outcomes from inspections
* To provide support to administrative staff on compiling practice report.
* To keep up to date in relation to policies and documentation used in general dental practice as set out in the SDCEP Practice Support Manual.
* To undertake other duties related to practice inspections as may be required and directed by Dental Practice Adviser and the Primary Care Manager.

**Assignment and Review of Work**

The work of this post is largely self-directed. The post holder will work to a prescribed programme to achieve a defined number of inspections. This will include regular meetings with the Dental Practice Adviser to review the programme and consistency of the approach.

The post holder will report to the Primary Care Manager and is professionally accountable to the Dental Practice Adviser.

**Team Working**

* To work collaboratively with all members of the team
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
* Adhere to NHS Fife values.

**Most Challenging part of your Work**

* Dealing with colleagues who may be resistant to the practice inspection process.
* Keeping up to date with current guidance and practice (SDCEP Manual, GDC requirements etc).
* Ensuring consistency of process using the same checklist across different types of practices.
* Making judgements as to whether specific issues are acceptable or constitute risk.

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| **Section 5: Contact Information** |

Informal enquiries are welcome and should be made to Gordon Penman on [gordon.penman@nhs.scot](#) or Linda Neave on linda.neave@nhs.scot

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| **Section 6: Terms and Conditions of Employment** |

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| **TYPE OF CONTRACT** | Provision of Service |
| **GRADE AND SALARY** | Sessional - Dental Guild Rate |
| **HOURS OF WORK** | This post is on a sessional basis and is largely self directed.  1 session = 3.5 hours.  It is anticipated that the requirement will be to undertake 1 – 2 sessions per month depending on availability and workload. |
| **DISCLOSURE SCOTLAND** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |