

Job Description

Job Title: Senior Dental Officer in Community Dental Service

Grade: Band B - Community Dental Services (SPDCS) Wales Conditions

Department: Community Dental Service (CDS)

Base: Central Clinic, Swansea

Directorate: Primary and Community Care Services Delivery Unit

ORGANISATIONAL ARRANGEMENTS

Accountable to: Clinical Lead, Community Dental Service and the Unit Dental Director (Professionally) Service Improvement and Operations Manager, Community Dental Service (Managerially)

Job Purpose: This is a part-time post based in the CDS in Swansea but the post holder may be required to operate in a range of locations across Swansea, Neath Port Talbot and Bridgend. The main duties are to provide special care dentistry services to the vulnerable adults and children seen by the CDS. The post holder will also be required to assist in the management of the service.

Key Duties and Responsibilities

- To provide dental care for the vulnerable people seen by the CDS in a range of different settings including fixed clinics, mobile dental units and during domiciliary visits. This care will involve special care dentistry including conscious sedation and the provision of dental treatment under general anaesthesia for both children and adults.
- To support CDS service provision and planning as a member of the CDS senior management team
- To participate in clinical audit as part of a clinical governance strategy
- To participate in risk management and health and safety awareness
- To supervise and train other members of the CDS dental team
- To develop good working relationships with other health care professionals and agencies and participate in community based projects and activities.

Training and Development

- To take part in and lead training updates as and when required
- To participate in CPR, manual handling and other mandatory training at regular intervals
- To attend staff meetings and fully participate in group discussions as arranged
- To be involved in appraisals and PDP where required for the service
- To undertake continuing professional development in accordance with GDC Guidelines.

General Duties

- To undertake any other duties commensurate within the grade as required by the CDS Clinical Lead
- To be a car driver holding a current valid driving license to cover the duties required of the post
- To comply with all Departmental and SBU Health Board policies and protocols, financial arrangements and legislative requirements.

Health and Safety

All employees of the Health Board have a statutory duty of care of their own personal safety and that of others who may be affected by any acts or omissions. Employees are required to cooperate with management to enable the Board to meet its legal duties and to report any hazardous situations or defective equipment.

Smoking at Work

The Board prohibits smoking except in designated areas and you are required to observe these regulations whilst at work.

Data Protection Act

All CDS staff members are reminded of their duties and responsibilities as employees under the Data Protection Act 1998 and in particular to ensure that personal data is not negligently or unlawfully handled nor disclosed to unauthorized persons. You are at all times required to maintain the strictest of confidence in relation to patient information whether informally or formally recorded.

Flexibility Statement

The content of this Job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities.

The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

JOB TITLE: Senior Dental Officer – Special Care Dentistry

Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	BDS or recognized equivalent Suitable Postgraduate Qualification such as Diploma in SCD or Conscious sedation GDC Registration	Other degrees or diplomas relevant to SCD and Conscious Sedation	Certificates
EXPERIENCE	Experience of Conscious Sedation in Dentistry Experience of Special Care Dentistry Experience of multidisciplinary team working Experience of general anaesthesia	Experience of management Experience of clinical audit Experience of dental service development	Application form Interview References
SKILLS	Effective communication with members of the dental team, client groups, health professionals and outside agencies Good IT skills Capable of working on own initiative Good organizational skills to ensure effective provision of service	Ability to prioritize competing work demands Ability to cope with occasional work related distressing or emotional circumstances Ability to actively engage with other health care professionals to develop networks and clinical services	Certificates Application Form Interview References
KNOWLEDGE	Duty of confidentiality to patients, carers and colleagues Continued Professional Development record Ability to give appropriate information to colleagues, carers and patients Good working knowledge of mental capacity and consent	Awareness of risk management, Health and Safety management and Clinical Governance Familiarity with the role of the CDS, GDS and HDS Understanding of mental capacity and consent issues	Interview Application Form References



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

PERSONAL ATTRIBUTES (Demonstrable)	Motivated, conscientious team worker Commitment to high standard of service provision and patient care Reliable and punctual all times	Wide range of interests Good sense of humour	Interview Application Form References
OTHER	Maintains professional indemnity insurance Willing to participate in other duties as specified by CDS management Full valid driving licence Access to own car and having a clean driving licence to fulfill clinical duties	Ability to take part in induction of new employees Experience of training staff Ability to demonstrate activities or provide clinical supervision to trainees Good sickness record	Interview Application Form References

JOB TITLE: Senior Dental Officer – Special Care Dentistry

Proposed Working Timetable

The successful post holder will be based at Central Clinic in Swansea where clinical activities will be undertaken together with administrative duties including involvement in clinical governance and audit. Other clinical activities will be provided by the post holder at other clinics/hospitals and will involve travelling to these locations. Clinical activities will include SCD and the use of conscious sedation and general anaesthesia.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	SCD GA List POWH DCC	Clinical Duties at Central Clinic DCC	Domiciliary Dental Care DCC	Clinical Duties at Central Clinic DCC	
PM	Audit and Administrative duties SPA	Clinical Duties at Central Clinic DCC	Clinical Duties at Central Clinic DCC	Clinical Duties at Central Clinic DCC	

DCC – Direct Clinical Care. SPA – Supporting Professional Activities. Total – 8 sessions

This timetable is meant as a guide only and will be subject to change following consultation with the post holder.

Rohini Mohan - Clinical Lead Community Dental Service