

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Salaried Dentist
<b>BAND:</b>	Band A
<b>REPORTS TO:</b>	Clinical Director GDS
<b>ACCOUNTABLE TO:</b>	Assistant Director
<b>LOCATION:</b>	Various Hull & East Riding Yorkshire

### JOB PURPOSE:

The post holder will carry out the full range of NHS general and private dental services: treatments, preventative care, and advice to the population of Hull and East Riding of Yorkshire, who are patients of City Health Care Partnership CIC Dental Services. This will include an existing list patients and new patients applying for dental care.

## DUTIES & RESPONSIBILITIES

### Communication

- Communicate effectively with patients, demonstrating active listening skills, provide time to consider information and take their individual views and communication needs into account.
- Treat patients as individuals, taking their specific communication needs and preferences into account where possible and respect any cultural values and differences.
- Recognise and promote patients' rights to and responsibilities for making decisions about their health priorities and care.
- Explain treatment options (including those of delaying treatment or doing nothing) with the risks and benefits of each providing full information on the treatment you propose and the possible costs.
- Encourage patients to ask questions about their options or any aspect of their treatment providing full and honest answers to any questions patients have about their options or treatment.
- Give patients the information they need, in a way they can understand, so that they can make informed decisions, making sure that patients have enough information and enough time to ask questions and decide.
- Recognise patients' communication difficulties and try to meet the patients' particular communication needs by, e.g. not using professional jargon and acronyms; using an interpreter for patients whose first language is not English.
- Satisfy yourself that patients have understood the information you have given them, for example by asking questions and summarising the main points of your discussion.

### Analytical Tasks

- Broad dental knowledge, with up-to-date knowledge of aspects of general practice within your scope of practice
- Prepare comprehensive patient treatment plans.
- Prescribe and interpret radiographs.

- Participate in Clinical Governance, clinical audit, peer review and other quality initiatives

### **Planning and Organisational Skills**

- Organise and prioritise own workload.
- Prepare comprehensive patient treatment plans.
- Act as a resource within sphere of competence and expertise.
- Be responsible for updating own professional knowledge in relevant clinical areas.

### **Physical Skills**

- Ability to manage the physical demands of dentistry
- Possess clinical skills such as history taking, organising, and recording written information, taking complex information.
- Possess good key board skills to complete clinical records, assist in developing reports, input data etc.
- Consolidate and develop clinical skills required to care for patients and the physical skills required to fulfil the job duties.

### **Responsibility for Patient Care**

- Discuss treatment options with patients and listen carefully to what they say. Give them the opportunity to have a discussion and to ask questions. You must make clear to your patients which treatments can be provided under the NHS and which can only be provided on a private basis.
- Obtain valid consent before starting treatment, recording this in the patients notes, make sure that the patient's consent remains valid at each stage of investigation or treatment, explaining all the relevant options and the possible costs.
- Treat every patient with dignity and respect, be aware of how your tone of voice and body language might be perceived. Take patients' preferences into account and be sensitive to their individual needs and values, treating them with kindness and compassion. and manage patients' dental pain and anxiety appropriately.
- Be honest and act with integrity acting honestly and fairly in your dealings with patients. This applies to any business or education activities in which you are involved as well as to your professional dealings.
- Take a holistic and preventative approach to patient care which is appropriate to the individual patient. Take account of patients' overall health, their psychological and social needs, their long-term oral health needs, and their desired outcomes.
- Provide patients with treatment that is in their best interests, providing appropriate oral health advice and following clinical guidelines relevant to their situation.
- Treat patients in a hygienic and safe environment. Work within the constraints of the law and regulations which apply to your clinical practice, including the disposal of clinical and other hazardous waste, radiography, health and safety, decontamination, and medical devices.
- Ensure that you have all necessary vaccinations and follow guidance relating to blood-borne viruses.
- Follow the guidance on medical emergencies and training updates issued by the Resuscitation Council (UK). Record all patient safety incidents and report them promptly on the DATIX system.
- Ensure you attend all relevant statutory and mandatory training and refreshers within the timescales outlined in the statutory and mandatory programme.

### **Policy and Service Development Implementation**

- Actively participate in clinical governance including undertaking medical and clinical audit, peer review and other quality assurance initiatives.
- Undertake in-service training, as required, and demonstrate commitment to continuing dental education.
- Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act and Policies and of GDS.

### **Responsibilities for Financial and Physical Resources**

- Works with the Operational Manager and Service Manager to ensure the delivery of the service within the financial envelope
- Clinical sessions booked efficiently, and activity recorded accurately to the appropriate standard, to help the service in meeting its Key Performance Indicators.
- The efficient and smooth running of dental surgeries worked in, including: maintaining a clean and tidy working environment within the dental suite.

### **Responsibilities for Human Resources**

- Work effectively with colleagues and contribute to good teamwork.
- Assists with training for dental nurses / employees as required by the service.
- Delegate and refer appropriately and effectively e.g therapists.
- Communicate clearly and effectively with other team members and colleagues in the interests of patients.
- Liaise with colleagues in Community Dental Service, Hospital and General Dental Services as necessary and promote the service with professional employees and other agencies.

### **Responsibilities for Information Resources**

- Must make and keep contemporaneous, complete, and accurate patient records including an up-to-date medical history, each time that you treat patients. Radiographs, consent forms, photographs, models, audio or visual recordings of consultations, laboratory prescriptions, statements of conformity and referral letters all form part of patients records where they are available.
- Must ensure that all documentation that records your work, including patient records, is clear, legible, accurate, and can be readily understood by others.

### **Responsibilities for Research and Development**

- Participate in multidisciplinary clinical audit and CPD sessions.
- Participate in standard setting and agreed research projects.
- Participate in clinical audit and quality assurance initiatives to own work and work of the multi-disciplinary team.
- Attain and maintain competence in designated and agreed clinical skills, submitting evidence of competence, and updating sessions attended as part of appraisal.
- Participate in continuous improvement of service projects within the Clinical Governance framework.

### **Freedom to Act**

- Be accountable for own actions to the organisation and to the GDC. Has a duty of care to all service users for whom he/she provides care and to colleagues under the Health and Safety at Work Act.
- Attend and maintain all mandatory training.

- Understand that Freedom to Act is restricted by policies, guidelines and protocols and has a professional requirement to act within the boundaries of her/his own competencies and other GMC codes of practice.
- Maintain professional knowledge and competence, by reading relevant publications, membership of professional organisations, research, and development, and attending appropriate study days and courses.
- Use professional expertise and judgement within the clinical setting, whilst working within current legislation and Vulnerable Adult and Child Protection guidelines to provide a Service that best meets the needs of vulnerable clients.

## **EFFORT AND ENVIRONMENT**

**Effort criteria – the frequency with which the post holder is expected to deal with the following areas should be indicated e.g. average over a day, a week, a month or a year**

### **Physical Effort**

- Daily - Fine motor skills to grasp, move, or assemble very small objects.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Speak clearly so listeners can understand.
- Understand the speech of another person.

### **Mental Effort**

- Daily - Concentration required for cumulative periods whilst carrying out dentistry.
- Dealing with difficult and sensitive situations.
- Dealing with emotional patients.

### **Emotional Effort**

- Daily - Deal with unrealistic expectations patients.
- Client behaviour erratic as above
- Ability to deal with sensitive issues e.g. stress and anxiety.

### **Working Conditions**

- Daily - The behaviour / expectations of patients can be unpredictable

**CANDIDATES WILL BE EVALUATED AGAINST THE BELOW CRITERIA ON THE CHCP TRAC RECRUITMENT SYSTEM  
(CANDIDATES MUST MEET ALL ESSENTIAL CRITERIA)**

**PERSON SPECIFICATION**

**JOB TITLE**

	Essential	Desirable	How assessed
<b>Qualifications</b>			
A Batchelor of Dental Surgery degree	x		
GDC registration (applicants must have current UK professional registration)	x		
Performers number required prior to assuming appointment	x		

	Essential	Desirable	How assessed
<b>Knowledge</b>			
Broad dental knowledge, with up-to-date knowledge of aspects of general practice within your scope of practice	x		
Knowledge of the GDS contract, terms and conditions, and its role in the delivery of dental care	x		
Awareness of wider public health issues.	x		
Awareness of the financial framework governing the delivery of oral health care in England and the constraints that might impose on service delivery.	x		

	Essential	Desirable	How assessed
<b>Experience</b>			
Demonstrable clinical experience in an NHS practice	x		
Active in clinical dental practice	x		
Broad experience in a wide range of treatments	x		
Delivering education experience		x	

	Essential	Desirable	How assessed
<b>Personal Attributes</b>			
Demonstrates the application of the principles of ethical. behaviour relevant to dentistry, including honesty, confidentiality, personal and professional integrity and compliance with the standards for dental professionals laid down by the GDC.	x		

	Essential	Desirable	How assessed
Personal Circumstances			
Full driving licence with car available	x		
Ability to travel between sites when required	x		

Job Holder Signature ..... Date .....

***CHCP is an equal opportunities employer and we will consider reasonable adjustments to the requirements set out above if you are unable to fulfil the requirements because of a disability or other protected characteristic.***