

JOB DESCRIPTION

Oxford Health NHS FT

Job Title:	Dental Officer
Band:	A
Responsible to:	Senior Dental Officer
Accountable to:	Clinical Director
Place of work:	Oxfordshire
Hours:	Up to 37.5/week

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JOB PURPOSE

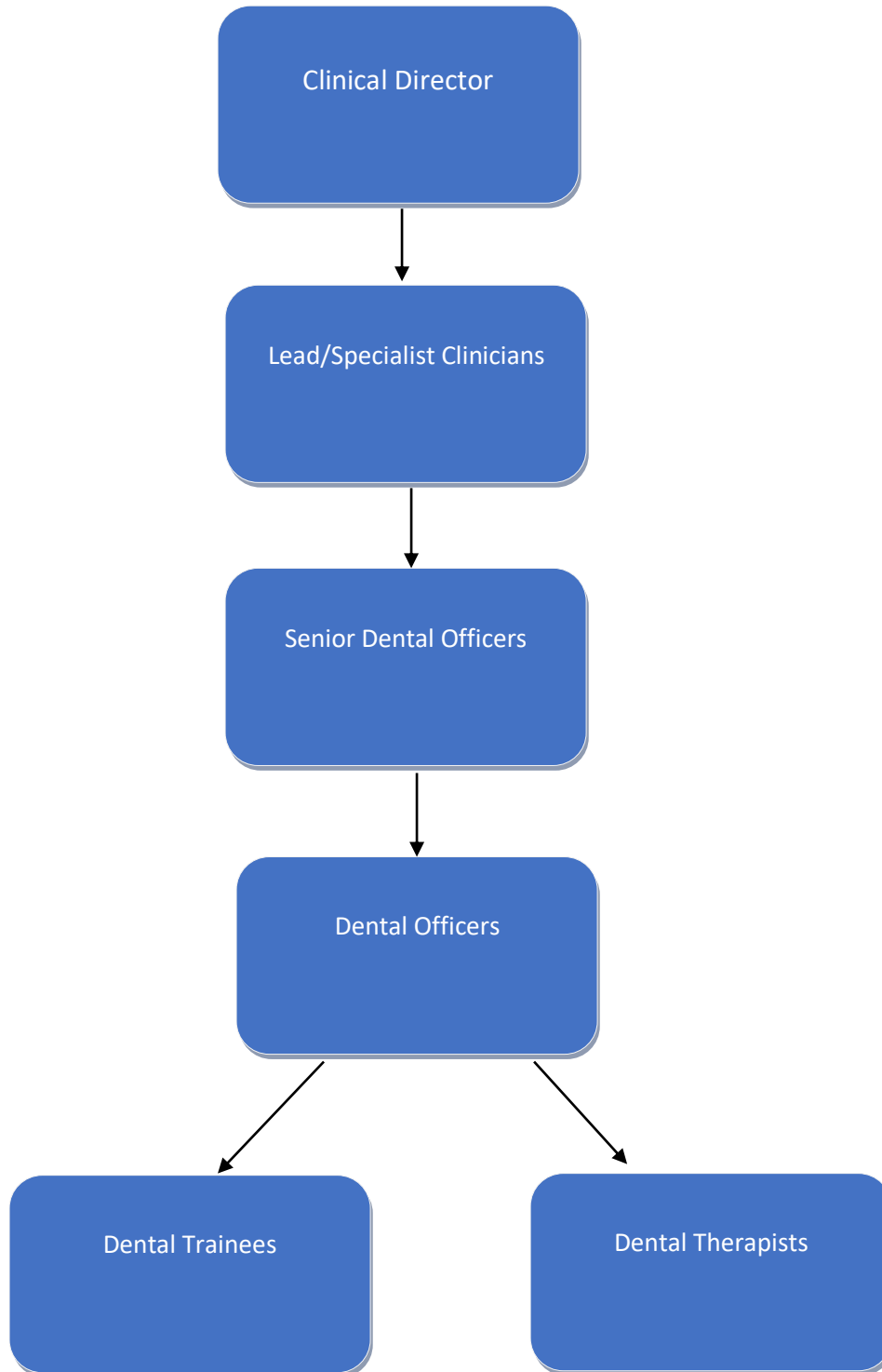
The post holder will be required to provide comprehensive routine and urgent dental care to adult special care and paediatric patients in a variety of locations including dental clinics, hospitals, residential care, mental health units, homeless and domiciliary settings as required.

They will provide dental treatment using a variety of treatment modalities including local anaesthetic, sedation and general anaesthetic.

DUTIES AND RESPONSIBILITIES

- To be an integral member of the Oxfordshire Community Dental Service.
- To provide high quality treatment planning, preventive and urgent/routine NHS dental care treatment services for adult special care and paediatric patients.
- Manage the day to day activities of the dental surgery in conjunction with the other members of the team
- Supervise and delegate appropriate tasks to the Dental Care Professionals in accordance with current General Dental Council regulations where applicable.
- Ensure records are completed accurately and contemporaneously and provide statistical and other information to the Business Services Authority and Trust directors and commissioners as required.
- Liaise with colleagues in hospitals, primary care and local authorities to ensure and improve the quality of patient care.
- Undertake necessary training and development to comply with national, professional and Trust requirements and participate in regular appraisal with the Line Manager.
- Take part in all aspects of clinical governance including GDC lifelong learning, clinical audit, peer review, quality improvement and clinical supervision.
- To take part in epidemiological surveys/screening/health promotion activities as required.
- To work flexibly in locations as required by the service, including primary and secondary care locations, nursing/residential homes etc.
- Be responsible for data collection and reports as required for the Community Dental Service.
- To maintain professional knowledge, skills and awareness of current developments within dentistry.
- To be aware of and apply relevant Trust and Directorate policies and procedures.
- To adapt flexibly to changes which occur in the service provided and assist in implementing such changes, as agreed with the commissioners.
- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.
- Other such duties as may be delegated.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to

date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: A		
Criteria for Selection	Essential Requirements	Desirable Requirements
Qualifications – Academic/Skills/Professional	A Primary Dental Qualification registrable with the General Dental Council of the United Kingdom: Bachelor of Dental Surgery (BDS / BChD) or equivalent	Relevant post graduate qualification
Further Training or Job Related Aptitude and Skills	Can demonstrate the competencies of a Band A dentist. Willingness to undergo training as required	
Knowledge Requirements	Good IM&T knowledge & skills, including R4, Microsoft Office Ability to deal with sensitive information and respect confidentiality	
Experience	Experience in General Dental Practice Experience of more than one branch of dentistry Ability to demonstrate an understanding of the role of the community dental service Able to maintain reasonable activity levels Evidence of good dental record keeping.	Experience of working as part of a team including supervisory role at an appropriate level Experience of working with a wide range of patient groups Able to demonstrate relevant experience in Clinical Governance, Quality Improvement and Audit Experience of working on a domiciliary basis Experience of treating patients under GA Delivery of dental care under inhalation sedation

Personal Qualities	<p>Positive attitude, approachable, team player</p> <p>Self motivated and able to work independently</p> <p>Awareness of own training and development needs</p> <p>Able to communicate effectively in spoken and written English</p>	Able to work flexibly within role and to organise and prioritise own workload
Contractual Requirements or other requirements	<p>Full registration with General Dental Council.</p> <p>Completion of Dental Core Training or demonstrable exemption</p> <p>Current Performer Number</p> <p>Enhanced DBS clearance</p> <p>Ability to travel between sites</p> <p>Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults</p>	