

JOB DESCRIPTION

1. JOB DETAILS:

Job Title: Lead Clinician for Community Dental Services

Accountable to: Clinical Director

2. SUMMARY OF THE ROLE:

- (a) The Clinical Lead will lead the Community Dental Services whilst demonstrating and championing the core values of Harrogate and District NHS Foundation Trust

Kindness, Integrity, Teamwork and Equality
- (b) The Clinical Lead will be responsible for providing the necessary strategic direction, leadership and vision, to enable the services to meet their objectives as set out in the Trust/Directorate's strategy, and will have a prime role in the provision and development of services.
- (c) The Clinical Lead will be asked to deputise for the Clinical Director as appropriate.
- (d) The Clinical Lead will carry direct line management responsibilities for senior dental staff in the service. This may include leading HR processes including recruitment, rota management, annual and sickness absence management, formally delegating these duties within the team, as appropriate.
- (e) The Clinical Lead will be supported by and work in close partnership with the Service Management Team, who are accountable to the Directorate Triumvirate. The Triumvirate team is responsible for the quality operational and financial performance of the services.
- (f) The Clinical Lead will be responsible for Governance across the Service, reporting into the Directorate Governance Group.
- (g) The Clinical Lead has a responsibility with the service manager for developing the culture to make the Service a great place to work.
- (h) The Clinical Lead should be accountable for ensuring local induction occurs for all dental staff and ensure that and appropriate educational program is delivered (the delivery may be delegated to other team member by local agreement)
- (i) Everyone has a responsibility to improve the quality and safety of our services. In addition, it is expected that in fulfilling a clinical leadership role you will be proactive in promoting and using the Harrogate Quality Improvement Model.

- (j) The clinical leadership role may require the leadership time associated with the role to be taken on an agreed day of the week to support cross specialty collaboration and efficient running of the directorate leadership team

3. KEY WORKING RELATIONSHIPS:

Chief Operating Officer
 Medical Director
 Clinical Director
 General Manager
 Consultant Colleagues
 Head of Nursing
 Finance Business Partner
 HR Business Partner
 Service Managers
 Matrons
 Team Leaders
 College Tutors
 Rota Co-ordinators
 Directorate Quality Assurance Leads
 User groups
 Primary Care Network teams/ Primary Care Liaison
 Senior Leadership Team

4. KEY RESPONSIBILITIES:

- a. To provide strategic direction for the development of service and to enable the delivery of services within the Directorate and networking with Clinical Leads in other Directorates. To deliver appropriate high-quality patient pathways in the most efficient patient-centred way.
- b. To deliver an agreed business plan which incorporates appropriate quality and efficiency targets and supports the overarching strategy of the Service which align with the overall Trust Strategy.
- c. To work with the directorate triumvirate and director of strategy on the development and implementation of the clinical services strategy for the trust.
- d. To work with the Directorate's triumvirate to develop and successfully deliver an annual CIP plan and ensure financial balance for the Service.
- e. To act as a nominated budget holder with responsibility for ensuring effective management of the budget.
- f. To take responsibility for the following: -
 - i. The Clinical Lead will oversee a comprehensive clinical governance programme. This should include quality improvement, regular reviews of practice and outcomes and adherence to local and national advice, guidelines, recommendations, audits and standards.
 - ii. Ensuring that risk is properly managed within Services, using appropriate risk assessments and that appropriate steps are taken to mitigate these risks.

- iii. Ensuring that all patient safety events, complaints and claims are reviewed, where appropriate, investigated and appropriate actions delivered in a timely manner. To ensure that learning is shared and embedded effectively. This work will be supported by the Risk Management and Patient Experience Departments.
- iv. Ensuring that all clinical staff within Services operate within clear lines of responsibility and accountability and that poor performance is identified and managed appropriately.
- v. To ensure clear communication takes place from the Directorate's triumvirate team, to the dental staff within the speciality, and vice versa. To ensure that key areas of concern and development ambitions are communicated between management and clinical staff, and between professional groups via their managerial support and matrons. This will include Chairing, or delegating the responsibility of Chair, for the Speciality Business Meeting and ensuring the consultant body attend and participate in regular Directorate meetings and projects.
- vi. The Clinical Lead is accountable for the clinical rota. The administration of this rota may be delegated to operational management team, however, the Clinical Lead is ultimately responsible for ensuring that the rota is appropriately staffed at all times, including in the event of short-term acute sickness.
- vii. To agree, in conjunction with the Clinical Director and Service Manager, with each clinician within the Service, the arrangement of their duties, including fixed and on-call commitments, and incorporating these into annual job plans with clear objectives.
- viii. Ensuring that each clinician has an annual appraisal in accordance with Trust policy.
- ix. To assist the Clinical Director in ensuring that the Service delivers high quality Induction, education and training in line with the Deanery standards.
- x. Ensuring that the service team delivers on the Trust response to national workforce standards such as the European Working Time regulations.
- xi. Ensuring that clinicians are supported in accessing their individual training allowance to complete the required CPD.
- xii. Ensuring that all targets set by external regulators are understood and met.
- xiii. Ensuring that relevant NICE guidance and GIRFT information is utilised to improve quality, performance and efficiency.
- xiv. Ensuring a high level of personal visibility to colleagues and establishing staff engagement action plans in conjunction with the Directorate Management Team.

- xv. Engaging in succession planning, with particular reference to the identification and development of colleagues with an interest in clinical leadership within the service.
- xvi. Ensure close communication and working relationships with the service's Managerial support, including chairing regular speciality team meetings and representing the dental profession, or delegating this responsibility, as part of project work to develop the service.
- xvii. Ensure that within their services, departments and/or wards practices are safe, effective and care is of the highest standard.
- xviii. Engage with regional clinical lead colleagues to ensure continued best practice

5. CORPORATE SUPPORT

- (a) The Clinical Lead will be allocated sufficient time through the job planning process to allow the fulfilment of their role (1 PA) to be taken on an agreed day of the week.
- (b) HDFT has a commitment to the development of the Clinical Leads as individuals, as leads and as a group of Clinical Leads throughout the organisation. This development will continue during the tenure of the Clinical Lead. A training package will be delivered to support the clinical lead with their responsibilities covering quality improvement, line management, MHPS, finance aspects of the role. In addition, mentorship for clinical leads will be offered.
- (c) Dedicated Financial, Human Resources and Quality support will be made available for the Directorate.

NOTE:

The Clinical Lead will be appointed for a period of three years, subject to a satisfactory review six months after his/her appointment and annual review thereafter. The notice period will be three months.

An addendum to your contract will be issued in respect of the Clinical Lead duties.

Personal Specification

CRITERIA RELEVANT TO THE JOB e.g. Experience, education, disposition	ESSENTIAL REQUIREMENTS necessary for safe and effective performance in the job	ADDITIONAL/USEFUL elements that contribute to improved/immediate performance in the job	HOW IDENTIFIED e.g. application form, interview, reference
GDC Registration	GDC Full registration On Specialist List for Adult Special Care or Paediatric Dentistry		Application form
Qualifications	BDS or equivalent Membership in Adult Special Care/ Paediatric dentistry or equivalent Successful completion of post-CCST training or equivalent (eligible if completion within 6 months of date of interview)	MFDS or equivalent Higher degree Management qualifications	Application form Certificates
Right to work	Eligibility to work in the UK		Application form
Experience	Working as a Consultant within the Community Dental Service Fully accredited by college and acceptable to college representative Experience of Educational	Computer literate Experience of working with Community Dental setting Teaching qualification Experience managing budgets and HR	Application form Interview E-portfolio

	<p>supervision/clinical supervision/teaching</p> <p>Leadership experience</p>	Change Management experience	
Management skills	<p>Demonstrates intelligent and analytical approach to problem solving.</p> <p>Good time management.</p> <p>Ability to lead and motivate</p> <p>Experience of leadership and change management in developing a Community Dental Service</p>	Possess good organisational and personal management skills	<p>Application form</p> <p>E-portfolio</p> <p>Interview</p>
Personal Attributes	<p>Ability to contribute to the development of the Trust and its services</p> <p>Able to communicate clearly and effectively with staff and patients</p> <p>Caring and compassionate</p> <p>Flexible & adaptable</p> <p>Willingness to provide and learn all aspects of hospitals internal systems and processes and</p>	<p>Has personal insight into own strengths and weaknesses</p> <p>Evidence of multidisciplinary team working</p> <p>Understanding and personal fit with Trust Values and Behaviour</p> <p>Demonstrates awareness of the current UK Healthcare system and the need to develop services in line with current policy</p>	<p>Interview.</p> <p>E-portfolio</p> <p>Medical Questionnaire.</p> <p>DBS Application form</p>

	<p>adhere to local policies</p> <p>Physically able to carry out the duties as specified in the job description and ability to evidence competencies</p> <p>Ability to travel between sites across the Service</p>		
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