

JOB DESCRIPTION

Job Title	Specialty Trainee in Special Care Dentistry
Band	Salary will be in accordance with the Specialty Registrar Pay Circular (Medical & Dental)
Directorate	Families Directorate
Department	Primary Care Dental Service
Base	Dorset County Hospital
Reports to	Consultants and Specialists in Special Care Dentistry/Lead Clinician/Educational Supervisor
Accountable to	Clinical Director of Primary Care Dental Service/Lead Clinicians/Educational Supervisor

Job Purpose

Hours: Full time/part time/job share
Full time = 40 hours

Term: This training post is for a fixed term of three years full time.

This training post will be based at dental clinics in Somerset and Dorset and is designed to meet the requirements of Health Education South West for training programmes leading to registration with the General Dental Council as a Specialist in Special Care Dentistry.

The successful applicant will undertake a formal training in Special Care Dentistry complying with the requirements of the Postgraduate Dental Dean and recommendations of the SAC, over a 3 year period of full time training.

The post holder will be required to actively contribute to an Educational Agreement and meet the agreed learning objectives. The trainee will have the opportunity to explore the possibility of a further qualification during their training to support their study for the MSCD and will be eligible for the award of a Certificate of Completion of Specialty Training in Special Care Dentistry (CCST) subject to satisfactory progress.

The programme follows the curriculum recommended by the SAC in Special Care Dentistry.

The ST will attend clinics and manage patients under the supervision of:

- Dr Camilla Boynton, Specialist in Special Care Dentistry and Educational Supervisor
- Dr Sarah Spence, Specialist in Special Care Dentistry and Clinical Supervisor
- Dr Lorna Hollingsworth, Clinical Director and Consultant in Special Care Dentistry and Clinical Supervisor
- Dr Brooke Zaidman, Specialist in Special Care Dentistry and Clinical Supervisor

Additional educational clinical attachments may also be arranged at other specialist centres within the region and adjacent regions if additional training needs are identified.

A provisional timetable for Year 1 is included in Appendix 1.

The appointment will commence in September 2023 at the grade for an NHS Specialty Registrar.

The salary will be confined to the ST salary dependent on previous experience and qualifications.

Duties and Responsibilities

Communication and Key Working Relationships

- Service Users
- Clinical Director/Assistant Clinical Director
- Service Manager/Deputy Service Manager
- Consultants in Special Care Dentistry
- Specialists in Paediatric and Special Care Dentistry
- Senior Dental Officers/Dental Officers
- Dental Therapists
- Senior Dental Nurses/Dental Nurses
- Administrators/Receptionists
- Business and Operations Team

Planning and Organisation

- To link with other health and social care agencies to facilitate patient-centred services.

Analytics

Responsibility for Patient / Client Care, Treatment & Therapy

- Provide oral health care mainly for adults with disabilities and additional needs including those who are medically compromised. Duties include provision of a full range of oral health care services. This will mainly be adults with varied Special Care needs or disabilities. This will include medically compromised patients who require treatment in a specialised setting and outreach care for patients in nursing and care homes, hospitals and those confined to their own homes.
- To provide treatment under conscious sedation and general anaesthesia as required. To understand and demonstrate all aspects of pain and anxiety management.
- To work collaboratively with primary and secondary care dental colleagues.
- To link with other health and social care agencies to facilitate patient-centred services.
- Attend and actively contribute to an Educational Agreement, meet the agreed learning objectives, together with other training and educational activities as required to fulfil the curriculum and complete the training programme in Special Care Dentistry.
- To work collaboratively and support the Dental Therapists and the Dental Nurses.
- Undertake training as required by the Trust and as needed to maintain standards of clinical practice.
- Maintain close working relationships with other disciplines as related to these duties.

- To obtain informed consent to treatment and document in accordance with the Mental Capacity Act 2005 and Trust policies.
- Other such duties as may be delegated.

Policy, Service, Research & Development Responsibility

- Monitor and update policy, taking account of existing Trust policies and liaising with other members of the senior management team, Lead Clinicians and Specialists.
- Undertake responsibility for a given area of clinical practice including the coordination and management duties involved in that particular area.
- Be responsible for data collection and reports as required for Somerset NHS Foundation Trust Primary Care Dental Service.

Responsibility for Finance, Equipment & Other Resources

Responsibility for Supervision, Leadership & Management

- Manage the day-to-day operations and staff of clinics in liaison with members of the senior management team, Lead Clinicians and Specialists.
- To take an active role in conjunction with other senior clinical colleagues in the teaching of clinical skills to other members of the dental team as appropriate.
- Take part in all aspects of clinical governance, including GDC lifelong learning, clinical audit, peer review and clinical supervision.

Information Resources & Administrative Duties

Any Other Specific Tasks Required

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the General Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the General Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	Yes		Delivering clinical care in domiciliary settings.
Working in physically cramped conditions	Yes		Delivering clinical care in domiciliary settings.
Lifting weights, equipment or patients with mechanical aids	Yes		Moving domiciliary dental equipment on wheeled trolleys, assisting the movement of patients in theatre.
Lifting or weights / equipment without mechanical aids	Yes		Carrying Medical Emergency Kit on domiciliary visits.
Moving patients without mechanical aids		No	
Making repetitive movements	Yes		Operative dentistry and keyboard tasks.
Climbing or crawling		No	
Manipulating objects	Yes		Dental instruments and equipment.
Manual digging		No	
Running		No	
Standing / sitting with limited scope for movements for long periods of time	Yes		Working in dental surgeries can include sitting for prolonged periods.
Kneeling, crouching, twisting, bending or stretching	Yes		For very short periods to deliver dental care whilst being aware of own posture.
Standing / walking for substantial periods of time		No	
Heavy duty cleaning		No	
Pushing / pulling trolleys or similar	Yes		Transportation and use of domiciliary dental equipment in the community.
Working at heights		No	

Restraint ie: jobs requiring training / certification in physical interventions		No	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	Yes		Frequent interruptions to schedules for example prioritisation of urgent care patients, requirement to cover sickness/annual leave in other areas of the service.
Carry out formal student / trainee assessments	Yes		
Carry out clinical / social care interventions	Yes		Daily delivery of clinical dental care and following Trust Safeguarding pathways.
Analyse statistics	Yes		
Operate equipment / machinery	Yes		Daily operation of dental equipment after appropriate training.
Give evidence in a court / tribunal / formal hearings	Yes		If required for example case conferences, court reports etc.
Attend meetings (describe role)	Yes		Participate in team meetings, Best Practice Groups and other meetings as agreed in job plan.
Carry out screening tests / microscope work		No	
Prepare detailed reports	Yes		Reports are sometimes required regarding care given for example court reports, litigation etc.
Check documents	Yes		Daily.
Drive a vehicle	Yes		As required for clinical dental work in settings outside base.
Carry out calculations	Yes		Pharmacy calculations as required.
Carry out clinical diagnosis	Yes		Daily.
Carry out non-clinical fault finding		No	

Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	Yes		As required for example prognosis of tooth e.g. multiple extractions, trauma etc.
Giving unwelcome news to patients / clients / carers / staff	Yes		As above.
Caring for the terminally ill	Yes		Provision of dental care as appropriate.
Dealing with difficult situations / circumstances	Yes		Client group includes patients with Additional Needs.
Designated to provide emotional support to front line staff	Yes		Emotional support for clinic colleagues/team working.
Communicating life changing events	Yes		As required for loss of natural teeth.
Dealing with people with challenging behaviour	Yes		Part of daily clinical work.
Arriving at the scene of a serious incident	Yes		Medical emergency may occur.
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		No	
Excessive temperatures	Yes		Surgeries can become quite warm at times. Currently (during COVID-19 pandemic) air conditioning cannot be used during Aerosol Generating Procedures (AGPs).
Unpleasant smells or odours		No	
Noxious fumes		No	
Excessive noise &/or vibration		No	
Use of VDU more or less continuously		No	Significant VDU use but as part of predominantly clinical role.

Unpleasant substances / non household waste	Yes		Clinical materials.
Infectious Material / Foul linen	Yes		Clinical role.
Body fluids, faeces, vomit	Yes		Clinical role - most likely blood and saliva.
Dust / Dirt		No	
Humidity	Yes		
Contaminated equipment or work areas	Yes		In context of clinical role.
Driving / being driven in Normal situations	Yes		May be passenger on a domiciliary visit.
Driving / being driven in Emergency situations		No	
Fleas or Lice	Yes		Possibly on some patient interactions.
Exposure to dangerous chemicals / substances in / not in containers	Yes		COSHH processes in place.
Exposure to Aggressive Verbal behaviour	Yes		Clinical role and also includes patients with Additional Needs.
Exposure to Aggressive Physical behaviour	Yes		Clinical role and also includes patients with Additional Needs.

DENTAL TEAM - SOMERSET AND DORSET

Clinical
Director/Consultant
in Special Care
Dentistry

Specialists in Special
Care Dentistry/
Lead Clinicians/
Educational
Supervisors

Senior Dental
Officers

Dental
Officers/Dental
Therapist

StRs

Senior Dental
Nurses

Dental Nurses

Receptionists

Department Core Purpose

Provide oral health care mainly for adults with disabilities and Additional Needs including those who are medically compromised, and provision of a full range of oral health care services. This will mainly be adults with varied Special Care needs or disabilities. This will include medically compromised patients who require treatment in a specialised setting and outreach care for patients in nursing and care homes, hospitals and those confined to their own homes. Treatment will also be provided under conscious sedation and general anaesthesia as required.

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

PROVISIONAL TIMETABLE YEAR 1

TRAINING WEEK - Yr. 1	VENUE	TYPE OF TRAINING	TRAINERS / SUPERVISORS
Monday every other week	Yeovil Dental Access Centre	Assessment and treatment of patients with a wide range of disabilities in a community setting	Sarah Spence Specialist in Special Care Dentistry and
Monday every other week	Dorset County Hospital	Assessment and treatment of patients with a wide range of disabilities	Lorna Hollingsworth Consultant in Special Care Dentistry
Tuesday	Study Day		
Wednesday	Special Care Dentistry, Dorset County Hospital	Assessment and treatment of patients with a wide range of disabilities in a community setting	Camilla Boynton Specialist in Special Care Dentistry
Wednesday pm once a month	Tutorial	StR Virtual Group	
Thursday	Special Care Dentistry, Dorset County Hospital	Treatment of patients using conscious sedation. Transmucosal and intravenous techniques used	Sarah Spence / Camilla Boynton Specialists in Special Care Dentistry
Friday	The Browning Centre	Assessment and treatment of patients with a wide range of disabilities in a community setting And Treatment of patients using conscious sedation. Transmucosal and intravenous techniques used	Camilla Boynton/ Brooke Zaidman Specialists in Special Care Dentistry