

JOB DESCRIPTION

Specialist Registrar GHC CDS and Bristol Dental Hospital

JOB DETAILS

Job Title	Specialty Trainee in Special Care Dentistry
Band	Salary will be in accordance with the Specialty Registrar Pay Circular (Medical and Dental)
Location	Countywide and Bristol Dental Hospital
Reports to	Specialist in Special Care Dentistry/Educational Supervisor/Clinical Directors
Accountable to	Clinical Director/Lead Clinicians/Educational Supervisor
Hours	Full time/Part time/job share Full time = 40 hours per week.
Salary Scale	Salary will be in accordance with the NHS Speciality Registrar Pay Circular (Medical and Dental)
Term	Fixed term 3 years full time

JOB PURPOSE

This post is a shared post between Gloucestershire Health and Care Community Dental Service and Bristol Dental Hospital. The post will involve working at the main clinics in Gloucestershire and Bristol Dental Hospital and Community Dental Clinics

The post has been designed to fulfil the requirements of Health Education England Southwest 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 Membership in Special Care Dentistry Tricollegiate examination and will be eligible for the award of a Certificate of Completion of Specialty Training in Special Care Dentistry (CCST) subject to satisfactory progress. Funding will be available to support training throughout the three years. In addition, where the ability to meet the IACSD requirements for independent practice in conscious sedation do not exist, training will be provided through a STAC accredited sedation training programme.

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

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

- Specialist in Special Care Dentistry and Educational Supervisor. Gloucestershire Health and Care NHS Trust Community Dental Service.
- Consultants in Special Care Dentistry X 2 Bristol Dental Hospital
- Deputy Clinical Director and Clinical Supervisor, Gloucestershire Health and Care NHS Trust Community Dental Service GHCCDS
- Senior Dental Officer, Sedation Lead and Clinical Supervisor Gloucestershire Health and Care NHS Trust Community Dental Service
- Senior Dental Officer, Domiciliary lead and Clinical Supervisor, Gloucestershire Health and Care NHS Trust Community Dental Service
- Senior Dental Officer and Clinical Supervisor, Gloucestershire Health and Care NHS Trust Community Dental Service

Furthermore, additional support will be provided by Consultant Paediatric Dentistry, and Oral Surgery Specialist and colleagues within Gloucestershire Health and Care NHS Trust Community Dental Service and colleagues at the Bristol Dental Hospital.

If additional training needs are identified additional experience may also be arranged in other locations across the Southwest region.

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

There will be opportunity within the training programme to attend clinics at Bristol Dental Hospital in order to experience management of medically complex patients and to fulfil all required competencies of the Special Care Curriculum.

The appointment will commence in September 2023 at the grade of NHS Specialty Trainee. The salary will be confined to the ST salary dependent on previous experience and qualifications.

PRINCIPAL RESPONSIBILITIES

- To provide high quality oral healthcare using a variety of treatment modalities, including treatment under sedation and general anaesthesia, as required. To understand and demonstrate all aspects of pain and anxiety management.
- Duties include the provision of a full range of 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. priority groups, special care adults and other patients who may not otherwise be able to access emergency or routine care. This includes patients in nursing and care homes, hospital, day centres and colleges.

- To provide dental services as agreed with the Clinical Director, to support service responsibility in delivering essential standards of quality and safety that meet the requirements of the Care Quality Commission.
- To work collaboratively with primary and secondary care dental and medical colleagues.
- To link with other health and social care agencies to facilitate patient-centred services.
- Provide dental care for adults and young people meeting the descriptors of special care dentistry.
- Attend and actively contribute to an Educational Agreement and meet the agreed learning objectives.
- Completion of training and educational activities as required to fulfil the curriculum and complete the training programme in Special Care Dentistry. The trainee will be supported to undertake a formal qualification in Special Care Dentistry as part of their training and funding will be available to support this.
- To obtain informed consent to treatment and document in accordance with the Mental Capacity Act 2005 and Trust policies.
- Maintain close working relationships with other disciplines as related to these duties
- 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.
- 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.
- Provide emergency dental care for patients as deemed by the organisation.
- The post holder will be expected to provide comprehensive clinical care including urgent care to adult and paediatric patients who meet the criteria to access special care dentistry within the Community Dental Service.
- To provide dental services as agreed with the Clinical Director, to support service responsibility in delivering essential standards of quality and safety that meet the requirements of the Care Quality Commission.

DIMENSIONS

To provide special care dental services to service users with varying degrees of complexity on referral from General Dental Practitioners and other health and social care professionals.

CORE KEY RESPONSIBILITIES

Clinical:

- Provide a full range of high-quality oral health care for adults whose special needs have prevented them from accessing dental care through the General Dental Service. This will include providing care in a variety of settings, including clinics, hospitals and domiciliary, being adaptable to the different situations and working environments.
- To provide urgent dental care for patients who have been unable to access treatment with a general dental practitioner.
- To identify commonly occurring medical emergencies and lead the dental team in providing appropriate first line management of the emergency, using appropriate techniques, equipment and drugs.
- Use appropriate local anaesthesia and patient management approaches to control pain and anxiety during dental treatment, may include the use of sedation.
- Clinical care will include the treatment of periodontal conditions, routine exodontia and/or simple surgical procedures, provision of appropriate restorative techniques.
- Undertake appropriate investigations during patient examination to determine the need for specialist advice and completion of onward referral as appropriate.
- Administration associated with these duties including completion of appropriate NHS forms.
- Take part in epidemiological surveys as required by the service.
- Involvement in Oral Health Promotion activities as required.

Management and leadership:

- Responsible for running own immediate clinical environment and team.
- Understands the requirements of the NHS dental regulations.
- Maintain a safe working environment complying with the requirements of the Health and Safety at Work Act, and the policies of Gloucestershire Health and Care NHS Foundation Trust.
- Participates in clinical governance and peer review.

Professionalism:

- Demonstrate a professional clinical approach, to include participation in peer review, audit and appropriate Continuing Professional Development relevant to the requirements of the service and professional registration.

- Post holder must comply with standards for dental professionals as required by GDC.
- It is a requirement that the post holder takes part in the annual appraisal scheme and maintains the clinical and other competencies required, these will be evidenced in a Personal Portfolio. The appraisal process includes working towards a personal development plan.
- Behaves in a professional way towards the clinical team and peers and understands own responsibilities with regards to issues such as poor or under performance.

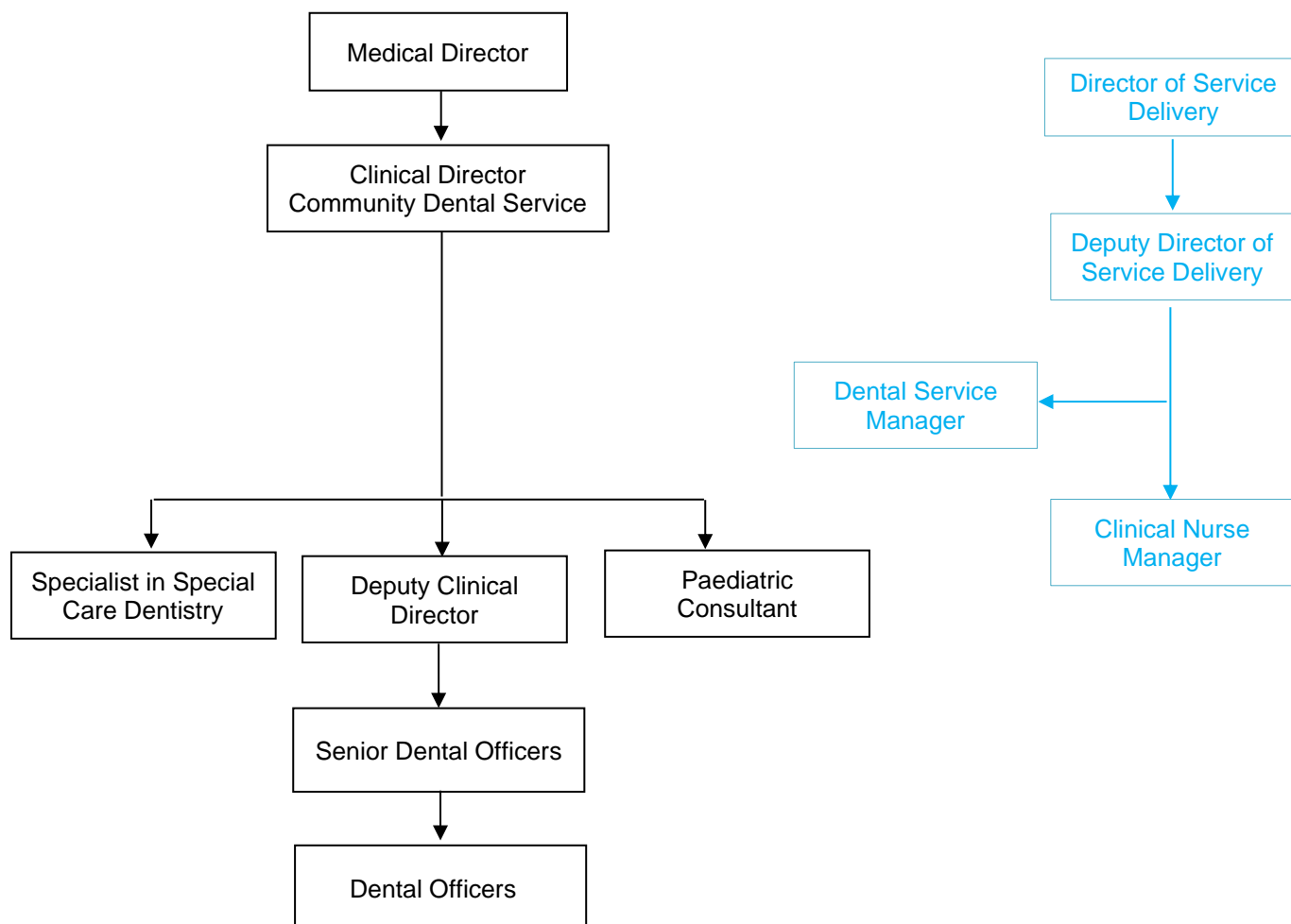
Additional Information:

The post may involve regular travel between clinics across Gloucestershire and attendance at meetings.

The trainee will be required to work at any of the countywide sites providing dental services to cover emergency staffing situations or to facilitate improved quality of care or skill mix for the benefit of the patient.

This is not an exhaustive list and, is subject to regular review, in order to meet the changing needs and requirements of the service.

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

- Communicate effectively with a range of patients, and their families and carers, on individual clinical issues.
- Communicate with all members of the clinical team and peers in an appropriate manner.
- Provision of professional advice and support to other health workers.
- Liaison with stakeholders and other dental care providers including within the GDS and Hospital services.

EFFORT AND HEALTH & SAFETY FACTORS

- The ability to work for long periods standing or sitting.
- The ability to adapt to work in service users home environment if required which can involve working in cramped conditions.
- Use of reasonable adjustments to deliver specialist dental care.
- Use of specialist equipment e.g. wheelchair tipper, bariatric chair.
- Travelling countywide to deliver domiciliary care as required.

MOST CHALLENGING PART OF THE JOB

Able to adapt to deliver high quality, patient centred dental care appropriate to the complexity of the person's needs.

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work-related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the

requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore, all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is, therefore, the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process, educational aims and objectives based on the training curriculum and will be used as the basis for setting objectives.

SAMPLE WEEKLY JOB PLAN STR TRAINEE IN SPECIAL CARE DENTISTRY

Day	Activity	Location	Supervisor / Lead
Monday	Protected Study Time		
Tuesday	Assessment and treatment of patients with a wide range of disabilities various settings Clinical – LA / Domiciliary	St Paul's Dental Clinic	Senior Dental Officer Domiciliary lead, Clinical Supervisor
Wednesday	AM - New patient IV / GA assessments PM - treatment clinics	Bristol Dental Hospital	Consultant In Special Care Dentistry
Thursday	AM - Special Care Dental GA PM - we usually give admin post GA or give time for best interest meetings to be booked	St. Michael's theatre, Bristol Dental Hospital	Consultant In Special Care Dentistry
Friday	Clinical – LA / Sedation	Dental Clinic, Southgate Moorings	Specialist in Special Care Dentistry and Educational supervisor Senior Dental Officer Clinical Supervisor

In addition, there may be opportunities to undertake placements within other organizations to support training.

*Please note this job plan may be subject to change depending on circumstances at the time and if the Trainee decides to undertake further qualifications.