**Job Description: Special Care Dentistry StR**

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| **Position Details** | | |
| **Job Title:** Speciality Trainee in Special Care Dentistry | **Directorate/Department:**  Special Care Dentistry Dental Services | **Band/Grade:** Salary will be in accordance with the Speciality Registrar Pay Circular (Medical & Dental |
| **Hours per week:** Full-Time / Part-Time  Full time = 40 hours | **Managerially Accountable to:** Clinical Director of Dental Service / Lead Clinicians / Educational Supervisor | **Professionally Responsible to:** Lead Clinician / Educational Supervisor |
| **Job Purpose:** | | |
| This training post will be based at dental clinics in Hampshire and is designed to meet the requirements of Health Education Thames Valley and Wessex 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 successful applicant will be encouraged to undertake the DSCD of the RCS Eng and/or relevant postgraduate qualification 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 StR will attend clinics and manage patients under the supervision of:   * June Brodison, Clinical Lead for East Area, Specialist in Special Care Dentistry and Educational Supervisor * Tracey Riches, Senior Dental Officer, Lead for Education and Training and Clinical Supervisor * Katherine Martin, Safeguarding Lead, Senior Dental Officer and Clinical Supervisor * Holly Bretel, Clinical Lead for West Area, Specialist in Special Care Dentistry and Clinical Supervisor * Sarah Couzens, Specialist in Special Care Dentistry and Clinical Supervisor * Caroline Frolander, Clinical Director and Specialist in Special Care Dentistry   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 2.  The appointment will commence in September 2024 at the grade for an NHS Specialty Registrar.    The salary will be confined to the StR salary dependent on previous experience and qualifications.  **Specific duties as agreed:** To be agreed at annual job plan review and appraisal meeting | | |

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| **Communications and Key Working Relationships:** |
| * Service Users * Clinical Director/Clinical Leads * Head of Operations and Head of Quality and Professions * Specialists in Paediatric and Special Care Dentistry * Senior Dental Officers/Dental Officers * Dental Therapists * Governance Leads and Practice Managers * 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. |
| **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 and document informed consent to treatment and to work within 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 Solent NHS Trust Special Care Dental Service. |
| **Responsibility for 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. |

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| **Limits of Authority** |
| May not dismiss or suspend staff under the disciplinary procedures. |

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| **General Trust Requirements:** |
| Ensure they and where appropriate their staff:   * 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. * Comply with Trust policies, procedures and guidelines,   are 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.  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. 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. Are aware of their responsibilities in relation to safeguarding children, and vulnerable adults, and the specific responsibilities placed on individuals who care for such clients/patients   * Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination. Solent NHS 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. * 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. * 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. * Will be expected to participate in clinical governance activities to assist the Trust to provide high quality services. * 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. * Fully participate in health and safety training, * Participate in personal training, development, appraisal, and attend all relevant training courses as required. * Comply with the professional body code of conduct * 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. * Solent NHS 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. * This Job Description outlines the key 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 during the annual appraisal process as part of the formal Job Role Review. * The post holder may, with their agreement, which should not reasonably be withheld, be required to undertake other duties as required, which fall within the grading of this post, to meet the needs of this service. * Individuals who are required to hold a professional registration in order to practice must continue to be a member of their professional body throughout the lifespan of this Job Description. Such individuals will be required to notify the Trust immediately if their professional body limits or changes the terms of their registration.   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. |

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| **Last Updated: 24th January 2024** |

**Person Specification**

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| **Requirement** | **How Assessed** | **Essential / Desirable** |
| **Behaviours aligned with Trust Values** | Interview & Application form | E |
| **Evidence of Qualifications**  BDS or equivalent recognised by the GDC  Eligible for full registration with the GDC at time of appointment  MJDF/MFDS at the time of application  Other degrees held at the time of application e.g. BSc, MSc, PhD | Application form | E  E  D  D |
| **Knowledge**  Display good patient care skills  Capacity to apply sound clinical knowledge and judgement to problems  Ability to prioritise clinical need  Demonstrates appropriate technical and clinical competence and evidence of the development of diagnostic skills and clinical judgement | Interview | E  E  E  E |
| **Experience**  Has evidence of achievement of Foundation competencies from a UK Dental Foundation training programme or equivalent.  Demonstrated the competencies required at the end of UK Dental Core Training year 1 at the time of application and year 2 at the time of post commencement.  Commitment to the specialty with clear career objectives.  Have a NHS performer number  Have evidence of direct experience of Special Care Dentistry  Able to travel independently to various clinical sites and on domiciliary visits  Evidence of clinical experience in more than one specialty/clinical setting  Have evidence of experience of provision of oral care under sedation  Have evidence of experience of provision of oral care under general anaesthetic | Interview & Application form | E  E  E  E  E  E  D  D  D |
| **Research Skills**  Understand the principles and relevance of research in evidence based practice  Evidence of relevant academic and research achievements  Publications  Conference presentations and posters | Application form | E  D  D  D |
| **Audit**  Demonstrate understanding of the principles of audit, clinical governance and quality improvement  Evidence of participation in audit or service evaluation  Evidence of leading at least one audit with two completed audit cycles  Evidence of delivering teaching to undergraduates, postgraduates or Dental Care Professionals  Teaching qualification e.g. PG Certificate in teaching |  | E  E  E  D  D |
| **Communication Skills**  Evidence of a good standard of Literacy/English language skills  Capacity to communicate effectively and sensitively with others | Interview & Application form | E  E |
| **Planning & Organising Skills**  Capacity to manage time and prioritise various tasks and commitments, balance urgent and important demands, following instructions | Interview | E |
| **Probity**  Takes responsibility for own actions  Demonstrates honesty and reliability  Demonstrates respect for the rights of all people | Interview | E  E  E |
| **Other**  Willingness to use technology to improve standards of care and support to our patients | Interview | E |
| **SUPPORTING BEHAVIOURS**  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:  **Providing Great Care**   * Involving patients, families and communities in shaping care and always learning from their experiences * Working closely with partners to join up care * Recognising diverse needs, treating people with respect, giving equal emphasis to physical and mental health * Ensuring we provide quality services, which are safe and effective   **Make Solent a great place to work**   * Supporting our people to look after their wellbeing and to continually learn and grow * Improving the workplace by listening to ideas, acting on feedback and valuing diversity * Developing compassionate and inclusive leaders who enable people and teams to be at their best   **Deliver great value for money**   * Working with people and partners to spend money wisely | | |
| **Requirement** | **Essential/Desirable** | **How Assessed** |
| **Behaviours aligned with Trust Values** | E | Interview & Application |
| * Enabling services to have more time to provide care * Making best use of resources and technology and eliminating waste   **Quality**  Quality is at the heart of everything we do and we have six quality goals:   1. Involving communities 2. Ensuring safe care 3. Learning and improving 4. Technology and innovation in care 5. Supporting vulnerable people 6. Looking after each other | | |

**Supplementary Information**

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| Physical Effort | Yes |  |  |
| 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 | Yes |  | Standing during GA lists |
| 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 | Yes |  | Clinical holding |

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| Mental Effort | Yes |  |  |
| Interruptions and the requirement to change from one task to another | 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 |  |

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| Emotional Effort | Yes |  |  |
| 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. |

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| Working conditions – does this post involve working in any of the following: | Yes |  |  |
| Inclement weather |  | No |  |
| Excessive temperatures | Yes |  | Surgeries can become quite warm at times. |
| Unpleasant smells or odours | Yes |  |  |
| Noxious fumes |  | No |  |
| Excessive noise &/or vibration | Yes |  | Dental suction, handpieces and scalers |
| 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 |  | Provision of domiciliary care. |
| 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. |

**Appendix 2**

**Sample Timetable**

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|  |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** | **Activity\*** | Routine SCD Clinic D | Routine SCD Clinic D | Routine SCD Clinic D | Study / Audit / Research | Routine SCD Clinic D |
| **Trainer** | **JB** | **JB** | **TR** |  | **KM** |
| **Location** | **GWMH** | **GWMH** | **PCH** |  | **HHC** |
|  | | | | | | |
| **PM** | **Activity\*** | Routine SCD clinic **D** | Routine SCD clinic **D** | Routine SCD clinic **D** | Study/audit/  research | Routine SCD clinic **D** |
| **Trainer** | **JB** | **JB** | **TR** |  | **KM** |
| **Location** | **GWMH** | **GWMH** | **PCH** |  | **HHC** |

**Additional Options**

There are 2 week clinical attachment opportunities which are arranged periodically throughout training and organised in liaison with the Consultants in Special Care Dentistry at Guy’s and St Thomas’ NHS Foundation Trust.

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|  |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** | **Activity\*** |  |  |  | Adult Special Care GA list **D** | IV sedation Clinic or Adult Special Care GA list **D** |
| **Trainer** |  |  |  | **HB/SC** | **KM/CF** |
| **Location** |  |  |  | **RHCH** | **STC/BNHH** |
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| **PM** | **Activity\*** |  |  |  |  | IV sedation Clinic |
| **Trainer** |  |  |  |  | **KM** |
| **Location** |  |  |  |  | **STC** |

**Key:**

* **JB June Brodison, Specialist in SCD, ES**
* **TR Tracey Riches, Senior Dental Officer, CS**
* **KM Katherine Martin, Senior Dental Officer, CS**
* **CF Caroline Frolander, Specialist in SCD, CS**
* **HB Holly Bretel, Specialist in SCD, CS**
* **SC Sarah Couzens, Specialist in SCD, CS**
* **GWMH Gosport War Memorial Hospital**
* **PCH Petersfield Community Hospital**
* **HHC Havant Health Centre**
* **STC Somerstown Central**
* **BNHH Basingstoke and North Hampshire Hospital**
* **RHCH Royal Hampshire County Hospital**

These timetables are to demonstrate the learning opportunities available and can be flexible to meet the trainees needs.