

Senior/Specialist Dental Officer in Special Care

JOB DESCRIPTION

Post:	Specialist/Special Interest in special care
Band:	Band B/C depending on specialist status
Hours:	Part-time 22.5 hour per week
Base:	To be determined
Responsible to:	Associate Dental Director

Post Role: In conjunction with the associate dental director the post holder will be responsible for planning dental services for special care patients, including patients who suffer from anxiety and dental phobia's. The post holder will also work with the senior dental officer in oral surgery.

Experience:

Extensive experience of treating special care patients in the primary and community setting.

Experience and competency in dealing with routine extractions and the ability to carry out routine surgical extractions (not including surgical 8 removal)

Qualifications:

A Dental Qualification and Registration with the General Dental Council.

A relevant post graduate qualification

Duties and Responsibilities

- .To plan, co-ordinate and provide dental services including screening, clinical treatment and prevention for special care patients
- The post holder where appropriate, will allocate work to Dental Officers and Dental Therapists or Hygienists within their recognised field of capability and with due regard to the regulations applicable to these ancillaries.
- Work with staff and colleagues to establish a flexible team approach delivering a quality service and contribute proactively to the development of the team and service.

- Promote oral health and preventative dental care.
- Participate in clinical governance procedures and appraisals to ensure your continuing professional development.
- Provide statistical data on the operation of the service as required by the clinical dental director.
- Promote high quality standards and good professional practice within the clinic.
- Provide guidance, support and cover if required at other work locations within Powys community dental service.
- Provide clinical support for more junior colleagues (for example DF1dentists)
- To accept referrals from community dental officers, GDP's, Hospital Consultants for patients who require special care dentistry
- To participate in the dental GA service as required
- To represent Powys Community Dental Service as requested by the clinical dental director
- Any other duties appropriate to the grade of the post as required.

RISK MANAGEMENT / HEALTH & SAFETY AT WORK:

The Teaching Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Teaching Health Boards Health & Safety policy and actively participate in this process and have responsibility for managing risks and reporting exceptions.

Staff have a responsibility to access Occupational Health, the Staff Counsellor and any other support in time of need and advice.

JOB LIMITATIONS:

At no time should you work at a level outside your level of competence. If you have concerns regarding this, please discuss immediately with your Line manager/Supervisor. All junior staff therefore have a responsibility to inform those supervising their duties, if they are not competent to perform a duty.

PERFORMANCE APPRAISAL:

The post holder will be expected to participate in a performance system in operation or introduced within the Teaching Health Board.

CONFIDENTIALITY:

You are required to observe the Health Board's policies on Confidentiality and Data Protection of the Health Board employee and patient information.

You must also observe your legal responsibilities in handling stored personal data and operate the Health Board's information technology security policies.

DATA PROTECTION:

Under the Data Protection Act 1998, the Health Board advises you that it will be keeping personal information on you for administrative and managerial purposes. To obtain a full list of the information retained, you can contact the Human Resources Department, Personnel and Training Department, Bronllys Hospital.

The Health Board will only disclose personal details on you to relevant departments within the Health Board and the Welsh Assembly Government. You will be informed of any disclosure request of personal details made unless an exemption is made. An example of an exemption is an Inland Revenue or DSS request.

RECORDS MANAGEMENT:

All employees of the Health Board have a personal common law duty of confidentiality both under common law and their employment contract with the Health Board to services users (even after employment law has ended) for the records they have created during the period of employment. All staff are personally responsible for maintaining, using and handling these records as part of their work within the Health Board.

A record can be in any format, not only paper based or electronic, but also records such as patient health, financial, personnel and administrative. This includes such items as taped voices recordings, photographs and videos.

These are all considered to be **public records**. All staff have a responsibility to consult with their manager if they have any doubts about the correct management of the records with which they work and deal with.

All staff need to be aware that under the Freedom of Information Act 2000 the public now have a right to a variety of records and information held by public bodies.

NOTES:

This job profile is intended to identify key responsibilities only. Specific objectives will be agreed annually.

This job profile is current as at the date shown below. In consultation with the post holder it is liable to variation to reflect or anticipate changes in or to the role.

SIGNED (POST HOLDER):

DATE:

SIGNED (RESPONSIBLE OFFICER):

DATE: