

Royal Devon University Healthcare NHS Foundation Trust

Job Description

Specialist Trainee in Special Care Dentistry – Salaried Dental Service

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| Salary scale | Salary will be in accordance with the NHS Specialty Trainee Pay Circular (Medical and Dental), pro rata for part-time. |
| Hours | Full time 40 hours or LTFT (with a minimum of 60%) |
| Location | Royal Devon University Healthcare NHS Foundation Trust, Salaried Dental Service. Main base will be Exeter with an expectation to work 1 day per week in Barnstaple with travel to satellite clinics if required. Satellite clinics are located in Crediton, Tiverton, Okehampton, Exmouth, and Honiton. |
| Reporting to | Service Manager/Clinical Lead/Educational Supervisor |

Purpose of the Job:

This is a specialty training post for a fixed term of 3 years (full-time), designed to meet the requirements of the South West Deanery for specialist training and complying with the requirements of the Postgraduate Dental Dean and recommendations of the SAC.

The post holder will be required to actively contribute to an Educational Agreement and meet the agreed learning objectives. They will be eligible for the award of a Certificate of Completion of Specialty Training in Special Care Dentistry (CCST) leading to registration with the General Dental Council as a Specialist in Special Care Dentistry, subject to satisfactory progress.

The appointment will commence in September 2024 at NHS Specialty Trainee grade.

The training post will be based in both Primary and Secondary Care in Exeter and Barnstaple under the supervision of:

- Dr Rebecca Iles, Consultant in Special Care Dentistry and Educational Supervisor
- Dr Camilla Boynton, Consultant in Special Care Dentistry, Training Programme Director for the South and Clinical Supervisor
- Dr Matthew Heming, Specialist Oral Surgeon, Clinical Lead and Clinical Supervisor
- Dr Daniel Knibb, Specialist in Special Care Dentistry and Clinical Supervisor
- Dr Hiral Patel, Senior Dental Officer/Conscious Sedation Lead and Clinical Supervisor
- Dr Nicola Day, Senior Dental Officer and Clinical Supervisor

Additional attachments may also be arranged at other specialist centres and teaching hospitals within the region.

RDUH Salaried Dental Service provides dental care services to all the patient groups described in the Special Care Dentistry Training Curriculum. Treatment modalities include non-pharmacological behaviour management techniques, acupuncture, conscious sedation and treatment with general anaesthetic. There will be opportunity to work within a supportive senior clinical team, where Trainees can provide treatment in our special care clinics and hospitals, as well as domiciliary care. We work closely with our Oral Surgery colleagues within the service, and with multidisciplinary teams, including Learning Disability and Oral Health Promotion colleagues.

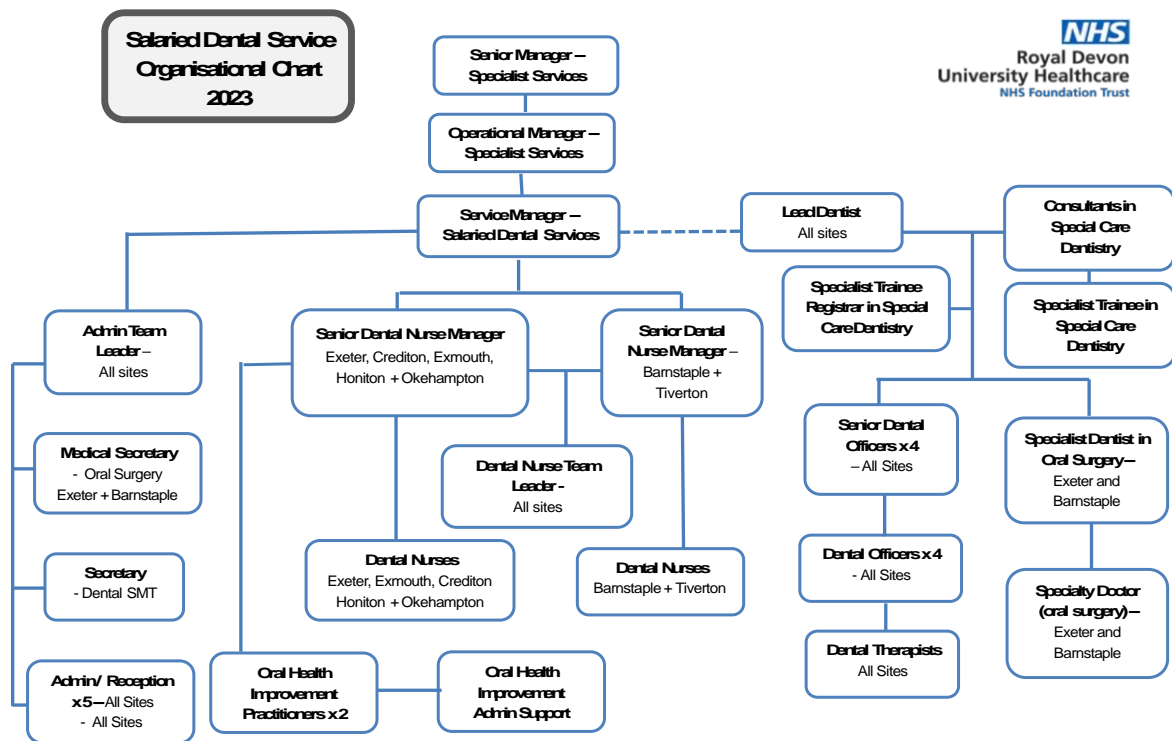
Attendance at national and international conferences, regional meetings and study days with fellow Specialist Trainees, will be supported with prior agreement. The successful applicant will be able to develop professional generic skills in Clinical Governance, Leadership and reflection and they will be encouraged to undertake postgraduate qualifications and/or research to support their Membership in Special Care Dentistry if they wish.

The successful applicant will be supported by a dedicated administrative team, with provision of a desk, mobile telephone and laptop, and access to printing as required. IT is supported via the Trust IT service, and the R4, Insignia and EPIC dental software platforms.

The Royal Devon University Healthcare NHS Foundation Trust supports a population of more than 615,000 across more than 2,000 square miles of North, East and West Devon. The scale of operation brings opportunities to establish and develop innovative new services to better meet the needs of our patients and our organisation promotes a culture of civility and respect across our teams. We are fortunate to be based in the beautiful South West of England and you can choose between the hustle and bustle of the city of Exeter, the rolling moors of Exmoor or the stunning beaches of North Devon.

KEY WORKING RELATIONSHIPS:

- Service Users
- Service Manager
- Clinical Lead
- Consultants in Special Care Dentistry
- Specialists in Special Care Dentistry and Oral Surgery
- Senior Dental Officers/Dental Officers
- Dental Therapists
- Senior Dental Nurses/Dental Nurses
- Administrators/Receptionists
- Other primary care providers to special needs groups
- General Dental Practitioners
- General Medical Practitioners
- Secondary Care Clinicians



MAIN DUTIES AND RESPONSIBILITIES

Patient care

- Provide high quality, patient-centred oral health care for adults with additional needs in a variety of settings, including clinics, hospitals and domiciliary settings, being adaptable to the different patient needs and working environments. This will include treatment of people with complex medical needs, learning disabilities, neurodiversity, challenging behaviour, severe mental illness, mobility problems, sensory disabilities, frail older people and other adults who meet our acceptance criteria.
- Work collaboratively with Dentists, Dental Therapists, Senior Dental Nurses and Dental Nurses
- Liaise and develop close links with oral health promotion colleagues, hospital consultants, other health and social care colleagues in providing care for people with special needs.
- To attend the MCN in Special Care Dentistry (where timetabling allows), to network and collaborate with other Special Care and Community Dental Services in the South West.
- Work across clinics and hospitals in both Exeter and Barnstaple to gain experience of complex cases. The post holder will be required to travel independently by car or other means.
- This post will have a base for the purpose of claiming travel expenses and other allowances. Travel expenses will be paid in line with the Salaried Dentist contract.
- Management of patients requiring advanced behavioural management techniques, conscious sedation and general anaesthesia, as appropriate. This will include general anaesthetic lists at the Royal Devon and Exeter Hospital (Heavitree site) and North Devon District Hospital.
- Obtain informed consent and actively participate/lead in best interests decisions for patient treatment in accordance with the Mental Capacity Act 2005 and Trust Policies.
- Be responsible for data collection and reports as required for the Salaried Dental Service.
- Keep comprehensive, contemporaneous clinical records in the computerised notes and other clinical software systems. The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents, in line with the General Data Protection Act (2018), The Freedom of Information Act and any other relevant statutory requirements.

- Comply with Trust Infection Control Policies and always conduct themselves in such a manner as to minimise the risk of healthcare associated infection.
- The post holder will be expected to participate in clinical governance activities, including peer review, audit and clinical supervision to assist the Trust in providing high quality services.

Education

- Attend and actively contribute to an educational agreement with the Educational Supervisor to facilitate learning needs and objective setting, meet those agreed learning objectives and other training and educational activities, as required to fulfil the curriculum and complete the training programme in Special Care Dentistry.
- Ensure that the modules of the training curriculum described by the SAC are covered in planned protected time. Support and mentoring will always be available for learning and reflection.
- 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.
- Undertake training as required by the Trust, continuing professional development and clinical appraisal to maintain standards of clinical practice. This includes attendance at Journal Clubs, Trainee study days and national conferences (following NHSE/Trust study leave policy).

Budget Responsibilities

- This post is not a budget holding post; however, the post holder will be required to support the Business Managers and Clinical Lead in the efficient and effective use of resources.

Line Management Responsibilities

- The post holder will not have line management commitments.

GENERAL INFORMATION

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.

Clinic Locations

Exeter Dental Access Centre
Royal Devon and Exeter Hospital (Heavitree)
Gladstone Road
Exeter
Devon
EX1 2ED

Day Surgery Unit
Royal Devon and Exeter Hospital (Heavitree)
Gladstone Road
Exeter
Devon
EX1 2ED

Barnstaple Dental Access Centre
Health Centre (3rd Floor)
Vicarage Street
Barnstaple
Devon
EX32 7BH

Royal Devon District Hospital
Raleigh Park
Barnstaple
Devon
EX31 4JB

Trust Values

Compassion

- Being kind to ourselves and others, showing empathy, sincerity and understanding
- Meeting the needs of others – putting ourselves in others' shoes
- Treating patients, their families and each other with care and consideration
- Taking time to engage, support, listen and act without judgement

Integrity

- Being open and honest

- Being reliable and trustworthy
- Having the courage to speak up when things go wrong
- Being responsible, accountable and learning from mistakes
- Questioning actions that are inconsistent with our Trust values

Inclusion

- Valuing and celebrating individual differences so we feel like we belong and can bring our whole selves to work
- Respecting different people's needs, aspirations, priorities, abilities and limits
- Being willing to listen to different views and opinions so all our voices count and are heard
- Being aware of the impact of our own behaviour on others
- Listening and taking action to ensure equity for everyone

Empowerment

- Being trusted and making the best use of resources entrusted to us
- Having the freedom to act and make decisions within clear guidelines
- Being able to share our ideas and have our say
- Sharing our expertise and honest feedback to support our colleagues to learn and grow
- Encouraging and celebrating those who innovate and go the extra mile for our patients and colleagues
- Supporting our patients to have greater autonomy over decisions and actions affecting their health

Trust Policies

The post-holder will be expected to work in accordance with Trust policies and guidelines at all times. Copies of Trust policies can be accessed via the staff intranet or external website, or via your manager.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare and safety of children and vulnerable adults. The post holder must be fully aware of, and understand the duties and responsibilities arising from, the Children's Act 2004 and Working Together.

Staff must be familiar with the Trust's Child Protection and Safeguarding Adult policies. The post holder should be able to recognise the types and signs of abuse and neglect and know how to raise concerns about the welfare of anyone with whom they have contact. The post holder must attend regular safeguarding training that is appropriate to their role.

Safety at work

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

Information security

The post-holder will be expected to adhere to the Information Security Policy of the Trust at all times and maintain appropriate confidentiality of information relating to personal information of staff and patients and commercially sensitive Trust business.

Smoking

The Trust operates a 'non-smoking' policy and offers support to staff who wish to stop smoking. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Equal opportunities

Royal Devon University Healthcare NHS Foundation Trust is committed to achieving equality of opportunity for all staff and service users. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Sustainability Clause

Royal Devon University Healthcare NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to make positive steps to reducing, reusing and recycling wherever and whenever possible.

For **Person Specification** please see Entry Criteria ST1 Special Care Dentistry 2024 at <https://dental.hee.nhs.uk/dental-trainee-recruitment/dental-specialty-training/person-specifications-for-dental-specialty-training-dst-recruitment/special-care-dentistry-st1-person-specification#specialty2>

SUPPLEMENTARY INFORMATION

| Physical Effort | Yes | No | If yes – Specify details here - including duration and frequency |
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| 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 | | Assisting the movement of patients in theatre. Moving domiciliary dental equipment. |
| 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 and theatres can include sitting or standing 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 i.e. jobs requiring training / certification in physical interventions | Yes | | Clinical safe holding |

| 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 local team meetings, regional Managed Clinical Network 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. |

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| 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 driver or 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. |

SUGGESTED TIMETABLE FOR YEAR 1

| DAY | VENUE | ACTIVITY | TRAINERS / SUPERVISORS |
|---|-------------------------------------|--|--|
| Monday | Exeter Dental Access Centre | Assessment and treatment of patients with a wide range of special care dental needs in a community setting (+/- inhalational sedation) | Consultants in Special Care Dentistry Senior Dental Officers |
| Tuesday | Exeter Dental Access Centre | IV/IN/oral sedation treatment of patients with complex additional needs | Consultants in Special Care Dentistry Senior Dental Officer |
| Wednesday (alternating weeks) | Barnstaple Dental Access Centre | Assessment and treatment of patients with a wide range of special care dental needs in a community setting (+/- inhalational sedation) | Consultants in Special Care Dentistry Specialist in Special Care Dentistry/ Specialist Oral Surgeon |
| PM once a month | North Devon District Hospital | GA list for patients with additional needs | |
| | StR Virtual Study Group | Teams | |
| PM every 2 months | StR Journal Club | Teams | Oxford NHS Foundation Trust Library Services |
| Thursday | Exeter Dental Access Centre | Assessment and treatment of patients with a wide range of special care dental needs in a community setting (+/- inhalational sedation) | Consultants in Special Care Dentistry Specialist in Special Care Dentistry |
| | Exeter Day Surgery Unit (Heavitree) | GA list for patients with additional needs | Senior Dental Officers |
| Friday | | Study day | |