

Job Description
Health Education North West (HENW)
Dental Core Training Posts Year 1 - DCT1

48 DCT 1 posts commencing Wednesday 7th September 2016 for 12 months duration

12 month posts	No. of posts
Manchester Area	
East Lancashire Hospitals NHS Trust (Blackburn)	5
Lancashire Teaching Hospital NHS Foundation Trust (Preston)	3
Central Manchester (CMFT) (Manchester Royal Infirmary)	6
Pennine Acute Hospitals NHS Trust (North Manchester)	6
University Hospital of South Manchester (Wythenshawe)	5
University Dental Hospital of Manchester/ Oldham CDS	1
University Dental Hospital of Manchester/Salford CDS	1
University Dental Hospital of Manchester	3
Wrightington Wigan and Leigh NHS Foundation Trust (Wigan)	1
Pennine Care NHS Trust (Bury)	1
Liverpool Area	
Liverpool Dental Hospital (12 months)	6
DCT 1 -2x6month rotations	
Aintree University Hospital / Arrowe Park Hospital (6 months each)	1
Arrowe Park Hospital/ Aintree University Hospital (6 months each)	1
Aintree University Hospital/ Countess of Chester Hospital (6 months each)	1
Countess of Chester Hospital / Aintree University Hospital (6 months each)	1
Countess of Chester Hospital / Arrowe Park Hospital (6 months each)	3

Arrowe Park Hospital /Countess of Chester Hospital (6 months each)	3
--	---

Dental Core Training 1

Overview

DCT1 posts are for candidates who will have obtained a Certificate of Completion of Foundation Training, issued by a Postgraduate Dental Dean/Director within the United Kingdom by the start of the post.

They are one year posts offered across a range of clinical environments including The University Dental Hospital of Manchester, Liverpool University Dental Hospital, Departments of Oral and Maxillofacial Surgery and Community Dental Services across the HEE North West LETB.

The Curriculum for UK Dental Core Training is currently in draft form but it is the intention that these posts will deliver this curriculum. Broad based clinical training to achieve competencies within all the curriculum recommended areas; management, leadership, communication and professionalism outcomes.

Clinical and Learning opportunities:

Each post has an assigned Educational Supervisor and an individual timetable is in place for each post.

Each post is supported by clinical supervision and regular appraisal are undertaken to provide/give feedback in conjunction with the E-portfolio.

Full access is given to the Health Education North West (HENW) DCT1 study day training programme.

There will be an exit assessment including an interview, Dental Core Training logbook review, Educational Supervisor report and study day attendance record.

Contents

Dental Core Training 1	2
Overview	2
The Regional Maxillofacial Unit, Aintree University Hospitals NHS Foundation Trust (AUH) -2 posts	5
Duties	5
On-Call Commitment	5
Liverpool University Dental Hospital (LUDH) -6 posts	6
On-Call Commitment	7
Arrowe Park Hospital (APH) Wirral Hospitals NHS Trust 3 posts	7
On-Call Commitment	7
Countess Of Chester Hospital NHS Trust (CoCH) 4 posts	7
On-Call Commitment	8
East Lancashire Hospitals NHS Trust (Blackburn) - 5 posts	8
Royal Blackburn Hospital	8
Burnley General Hospital	8
Royal Bolton Hospital NHS Trust	8
Oncall commitment	9
Lancashire Teaching Hospital NHS Foundation Trust (Preston)3 posts	9
Royal Preston Hospital	9
Chorley and District Hospital	9
Oncall commitment	9
University Dental Hospital of Manchester/ Oldham CDS -1 post	10
University Dental Hospital of Manchester	10
Community Dental Services (CDS Oldham)	10
Central Manchester University Hospitals NHS CMFT (Manchester Royal Infirmary) 6 posts	10
Central Manchester Unit of Oral & Maxillofacial Surgery	10
Salford Royal	11
Albert & Edward Infirmary, Wigan and Leigh Infirmary	11
Oncall commitment	11
Pennine Acute Hospitals NHS Trust (North Manchester General Hospital) 6 posts	11
Pennine Acute Hospitals NHS Trust North Manchester General Hospital	11
Oncall commitment	11
University Hospital of South Manchester (Wythenshaw) 5 posts	12
Maxillofacial Unit University Hospital of South Manchester NHS Foundation Trust	12
OMFS Dept, Stepping Hill Hospital, Stockport	12
Oncall commitment	12
1in 5 (out of hours cover til 10pm)	12
University Dental Hospital of Manchester 3 posts	12

University Dental Hospital of Manchester.....	12
Wrightington Wigan and Leigh NHS Foundation Trust Wigan 1 post	13
Leigh Infirmary	13
Royal Albert Edward Infirmary (Wigan)	13
Manchester Royal Infirmary	13
Oncall commitment.....	13
University Dental Hospital of Manchester/ Salford CDS (1)	13
University Dental Hospital of Manchester.....	13
Community Dental Services (CDS)	13
No oncall commitment.....	14
Pennine Care NHS Trust CDS 1 post.....	14
Dental Directorate, Pennine Care NHS Foundation Trust.....	14

The Regional Maxillofacial Unit, Aintree University Hospitals NHS Foundation Trust (AUH) -2 posts

There are 8 DCT posts in total (DCT1 x2, DCT2 x5, DCT3 x1) based at AUH

The Regional Maxillofacial Unit provides a comprehensive service in Oral and Maxillofacial Surgery to the residents of South Sefton and Liverpool and more broadly to Merseyside and Cheshire as a whole.

The Regional Unit operates a 'hub and spoke' arrangement with other hospitals in the region. Most major surgery is carried out centrally at the hub (Aintree) and numerous outpatient and minor surgery arrangements peripherally in the spoke hospitals. The case mix of the 14 OMFS consultants working in Aintree includes patients with facial deformity and craniofacial anomalies including cleft lip and palate. We have an internationally recognised head and neck cancer unit undertaking the full remit of resection and reconstruction including free flaps. We treat diseases of the salivary glands and temporomandibular joints. Trauma constitutes a large volume of our work running a Consultant of the Week system with a dedicated trauma team receiving patients from across the region served by the Regional MFU from as far south as Crewe to Warrington in the east and Ormskirk in the north.

In addition to 14 OMFS consultants there is one consultant orthodontist and one consultant in restorative dentistry, one staff grade surgeon and 8 specialty trainees.

The consultants based at the unit are:-

Miss A Begley

Mr P Magennis

Miss F Bekiroglu (Educational Supervisor)

Mr D Richardson

Prof J S Brown (Clinical Director)

Prof S N Rogers

Mr M A Boyle

Prof R J Shaw

Mr R Laycock

Miss K Fleming

Mr M Dodd

Mr Stanley Parikh

Mr D C Jones

Mr S van Eeden

Mr T Morris (Consultant orthodontics)

Mr C Butterworth (Consultant in restorative dentistry)

Duties

There are 30 inpatient beds in the MFU. We are an accredited practice development unit (PDU) and encourage multi disciplinary working.

The DCT is responsible for the organisation of day to day management of the patients admitted under the care of the OMFS consultants under the supervision of the specialty trainees and consultants.

On-Call Commitment

Out of hours coverage is provided by a "full shift" pattern of work involving 8 DCTs. These duties include night cover, ward duty, trauma cover (including a trauma clinic and theatre), consultant clinics, MOS sessions, day surgery and in patient operating lists.

Banding 1A

Liverpool University Dental Hospital (LUDH) -6 posts

There are 14 DCTs based at LUDH 6 DCT1, 3 DCT2 (OMFS rota), 6 DCT3 (OS/OM/Paed/Rest/SCD (2x 6months))

Liverpool University Dental Hospital (LUDH) is an integral part of the RLBUHT and forms one of the clinical directorates of the Trust. Located on the main teaching hospital campus alongside the Royal Liverpool University Hospital, Liverpool University Dental Hospital (LUDH) occupies a self-contained modern building on Pembroke Place.

The Liverpool University Dental Hospital (LUDH) provides a regional service to the inhabitants of Merseyside covering the full range of dental specialties, including oral surgery, oral medicine, paediatric, restorative, orthodontics and special care dentistry. There is an Oral Diagnosis Department which accepts limited numbers of walk-in patients for teaching purposes and operating facilities for day case patients requiring treatment under general anaesthesia. The Hospital has approximately 160 dental units, including six 20-unit teaching clinics, consultation and teaching suites for all the dental specialties and its own dental technical laboratories.

A team of 35 full-time, part-time and honorary consultants receive secondary and tertiary referrals from throughout the Mersey Region and beyond, as well as participating in the training of dental undergraduates and junior staff. There are strong links with the Regional Maxillofacial Unit (MFU) at Aintree Hospitals Trust.

School of Dental Sciences

The Liverpool University Dental Hospital also houses the School of Dentistry, and supports a cohort of approximately 350 dental undergraduates. The School is one of six within the University Of Liverpool Faculty Of Health and Life Sciences' Institute of Learning and Teaching. The Head of the School of Dentistry is Professor Callum Youngson.

All areas of dental, medical, biomedical, veterinary and biological sciences research within the University of Liverpool were brought together into the Faculty of Health and Life Sciences as part of the university's restructuring in 2009/10. Key research strengths have been identified and embedded into five Research Institutes within the new Faculty. All research active academic staff in the School of Dentistry are aligned to one (or more) of the Faculty of Health and Life Sciences Research Institutes: Ageing and Chronic Disease; Infection and Global Health; Integrative Biology; Psychology, Health and Society; and Translational Medicine. These Institutes enhance existing collaborations and foster interdisciplinary alliances, allow better integration of related research activities and increase the critical mass focusing on areas of research with high impact. A number of NHS consultants actively participate in clinical research.

The School of Dentistry has a substantial full-time academic staff supported by a number of part-time staff with many honorary appointments held by hospital staff. Within the Faculty of Health of Life Sciences, the School of Dentistry is represented on the Faculty Management Team and all the Faculty Quality Assurance Committees. The School has its own Board of Studies that reports to the Faculty of Health and Life Sciences. Strong links exist between the School of Dentistry and Dental Hospital.

Whilst attached to the Liverpool University Dental Hospital, the DCT will carry out such tasks and clinical duties assigned to him/her by the consultant to whom they are allocated on a sessional basis. These duties may include consultant clinics, diagnosis, treatment sessions and day case operating sessions.

On-Call Commitment

None

Banding N/A

Arrowe Park Hospital (APH) Wirral Hospitals NHS Trust 3 posts

There are 6 DCTs based at Arrowe Park Hospital 3 DCT (rotate 6 months with COCH), 2 DCT2 (rotate 6 months, one with LUDH and one with AUH), 1 DCT3 (rotate 6 month with AUH)

The Maxillofacial and Orthodontic Unit provides services to the residents of the Wirral Peninsula across the Mersey River from Liverpool. Some trauma and major cases are transferred to The Regional Unit at Aintree for surgery.

In Arrowe Park DCTs are exposed to dento-alveolar surgery, salivary gland surgery and surgery of facial deformity and facial trauma. OMFS have joint clinics with orthodontic, paedodontic and restorative dentistry specialists.

In addition to three consultants, the department is staffed by an associate specialist in OMFS and a specialty trainee in orthodontics and a ST in OMFS. The consultants based in Arrowe Park are:

Mr D C Jones, Consultant Oral & Maxillofacial Surgeon
Mr S Parikh, Consultant Oral & Maxillofacial Surgeon
Mr G R P Barry, Consultant Orthodontist

The post combines duties in OMFS with Orthodontics. In theatre DCTs may assist consultants with more major cases and operate under supervision on other cases. There are also MOS sessions - routine oral surgical procedures under local anaesthetic and outpatient clinics. The OMFS team are responsible for the admission, inpatient medical care and discharge of elective and emergency patients admitted under the care of the unit's consultants.

On-Call Commitment

A six person rota is based at APH. The out of hours work by DCTs covers A&E and the ward is from 8am till 10pm. Outside these hours the "Hospital At Night" team and the on-call ST provide care.

Banding 1A

Countess Of Chester Hospital NHS Trust (CoCH) 4 posts

There are 5 DCTs based at Chester, 4 DCT1 (rotate 6 months one with APH, one with AUH) and 1 DCT2 (rotate 6 months with LUDH).

The Maxillofacial Unit at the Countess of Chester Hospital provides a comprehensive service for a population of 700,000. The department involves inpatient management of acute and elective

surgery and out-patient management including minor oral surgery under local anaesthesia and intravenous sedation. Close links exist with the Regional Maxillofacial Unit, University Hospital Aintree, Liverpool and most trauma and major surgery is carried out at the Regional unit.

In addition to oral and maxillofacial duties, the DCT may also attend consultant clinics in orthodontics and will also be exposed to consultant restorative dentistry clinics. There are joint multi-disciplinary clinics for dentofacial deformity, oral medicine and dermatology, chronic facial pain. Attendance at these clinics will further enhance the training opportunities of this post.

Oral and Maxillofacial Surgery

Miss K Fleming	Consultant Oral and Maxillo-Facial Surgery
Mr D Richardson	Consultant Oral and Maxillo-Facial Surgery
Associate Specialist	Mr T Healey,
SAS grades	Ms Val Swann, Mr B Hussain, Ms Z Williams
1 Specialist Trainee OMFS (rotates from AUH),	

Orthodontics

Mr C Melrose	Consultant Orthodontist
Mr S Chadwick	Consultant Orthodontist
1 Specialist Trainee	

On-Call Commitment

1 in 5 rota. The out of hours work by DCTs covers A&E and the ward is from 8am till 10pm. Outside these hours the "Hospital At Night" team and the on-call ST provide care.

Banding 1A

East Lancashire Hospitals NHS Trust (Blackburn) - 5 posts

There are 6 DCTs based at Blackburn 5 DCT1 and 1 DCT2

In addition to the base hospital the DCT may visit two other associated hospitals: (approximate distance, 18 miles) and is timetabled for training in MOSS Tier 2 provider in a primary care environment in nearby Darwen

Royal Blackburn Hospital

Haslingden Road
Blackburn
BB2 3HH

Burnley General Hospital

Casterton Avenue
Burnley BB10 2PQ

Royal Bolton Hospital NHS Trust

Minerva Road
Farnworth
Bolton
BL4 0JR

Busy posts in three hospitals in a federated service in East Lancashire with exposure to oral surgery, oral medicine, orthodontics, restorative dentistry, all aspects of maxillofacial surgery,

opportunities for audit and short research papers/projects, and the added benefit and experience of being on-call for dental and facial emergencies, and experience gained in dealing with patients who have medical co-morbidity. Duties include attending outpatient diagnostic clinics, MOS lists, operating lists, ward work and on-call duties, in a busy, friendly and supportive environment.

Outpatient clinics, operating theatres, ward work in three hospitals, and the emergency department in Blackburn.

Oncall commitment

Current post-holders work on-call without any overnight commitments. The rota is EWTD compliant.

On call Mon to Friday 7.30am-5pm- 1 in 6

On call Monday to Friday 4.15pm-10pm- 1 in 6

On call weekend 8am to 8pm - 1 in 6

The rest of the shifts are standard days 8am to 5pm

Banding 1A

Lancashire Teaching Hospital NHS Foundation Trust (Preston) 3 posts

There are 5 DCTs based at The Royal Preston Hospital 3 DCT1, 1 DCT2 and 1 DCT3

Royal Preston Hospital

Dept of Maxillofacial Surgery
Preston
PR24HT

Chorley and District Hospital

Dept of Maxillofacial Surgery
Chorley
PR7 1PP

Outpatient clinical suites, minor oral surgery, day case operating facilities, inpatient ward, inpatient operating facilities are based at Preston but the DCTs rotate to Chorley for outpatients and day case theatre sessions. These locations are approx 15 miles apart.

Formal consultant led structured teaching programme – fortnightly.

Formal audit session monthly- participation actively encouraged.

Oncall commitment

All on call is based at Royal Preston Hospital. No travelling is required on call. Day time duties may be at any of the three sites

1 in 5 rota (EWTD compliant)

Essentially the rota works that you will be on call one evening per week (5pm – 8am) and one weekend in 5 (Saturday 8am through to Monday 8am). Non-resident means you do not have to stay at the hospital but be within easy reach of the hospital should you be called.

Accommodation can be arranged (chargeable) if requested through the accommodation office.

Hospital at night in place to deal with routine calls after hours and ward based problems.

Banding 1A

University Dental Hospital of Manchester/ Oldham CDS -1 post

The locations are approximately 12 miles apart.

University Dental Hospital of Manchester

Higher Cambridge Street
Manchester
M15 6FH

Community Dental Services (CDS Oldham)

Integrated Care Centre
New Radcliffe Street
Oldham
OL1 1NL

This post involves 6 sessions in the CDS and 4 sessions in the DH. This post rotates and after 6 months involves 4 sessions in the CDS and 6 sessions at the DH.

The post rotates as above with Oral medicine for the 1st 6 months then Restorative Dentistry. The Restorative element involves new patient consultations, complex treatments, attendance at joint clinics and sedation. The oral medicine post involves consultation clinics, biopsies and attendance on TMD clinics.

The CDS element of the post involves paediatric dentistry (including inhalation sedation), special care dentistry and emergency dental care. Experience of the provision of exodontia under GA for routine paediatric patients and comprehensive care for special care patients is offered.

No on-call commitment

Banding N/A

Central Manchester University Hospitals NHS CMFT (Manchester Royal Infirmary) 6 posts

There 6 DCT1 posts

MRI is one of the major teaching hospitals in Manchester. It has an international reputation in both Research and the Delivery of Clinical Care. It lies in close proximity to the University of Manchester and the Medical School.

Posts rotate between Central Manchester, Salford Royal, Wigan and Leigh.

Central Manchester Unit of Oral & Maxillofacial Surgery

This is a large academic unit in association with the University Dental Hospital of Manchester. Facilities at the Manchester Royal Infirmary include an out-patient department, day-case unit, elective treatment unit including theatres and beds, main theatres, There is a surgical service for the medically compromised, and the unit is continuously 'on take' for all maxillofacial trauma

from the districts of Central Manchester, Salford and Trafford, Wigan and Leigh, with a combined population of over one million.

Salford Royal

Department of Oral & Maxillofacial Surgery

Albert & Edward Infirmary, Wigan and Leigh Infirmary

Department of Oral & Maxillofacial Surgery

There are excellent Postgraduate Medical Centres at Central Manchester, Salford Royal and Wigan and Leigh all providing active teaching programmes, which junior clinicians are encouraged to join.

Oncall commitment

Each post comprises of a 1:8 rota, working Nights, Days and Night/Day Weekends and is EWTD compliant.

Each post involves 4 x 3 monthly rotations, rotating 4 times within that 12 monthly rotation, in order to achieve competencies within all clinical areas.

Banding 1A

Pennine Acute Hospitals NHS Trust (North Manchester General Hospital) 6 posts

There are 7 DCTs based at North Manchester, 6 DCT1 and 1 DCT2

The Oral and Maxillofacial Surgery unit is one of the busiest in the North West, catering for the full spectrum of our specialty curriculum. The appointees will work across all the clinical sites, North Manchester, Royal Oldham, Rochdale Infirmary, Fairfield General (Bury) and Tameside General Hospital, in the outpatient setting in all and the inpatient setting at North Manchester General Hospital.

Pennine Acute Hospitals NHS Trust North Manchester General Hospital

Central Drive
Manchester
M8 5RB

Duties include outpatient clinics, operating theatre assisting, local anaesthetic (+/- sedation) treatment sessions, ward duties (with on call) and on call shifts (late, long day or night), which will include provision of A&E referral input and also to care for patients on the ward.

You will have the opportunity to see and be involved with dentoalveolar surgery, maxillofacial trauma, skin surgery, orthognathic and head and neck cancer cases and there may be some exposure to clinics in Restorative Dentistry and Orthodontics

Oncall commitment

1 in 7 on call, non resident rota. EWTD compliant.

Banding 1A

University Hospital of South Manchester (Wythenshawe) 5 posts

There are 5 DCT1 posts based at Wythenshawe

Wythenshawe Hospital and Stepping Hill Hospital, Stockport are 9 miles apart

Maxillofacial Unit University Hospital of South Manchester NHS Foundation Trust

Southmoor Road, Manchester M23 9L T

OMFS Dept, Stepping Hill Hospital, Stockport

Stockport, SK2 7JE

These posts are very largely committed to OMFS but there are limited opportunities for experience in orthodontics and in restorative dentistry. Dental Core Training Year 1 trainees are an essential part of the unit and gain experience on the ward, in outpatient clinics and attend operating theatres. There are opportunities for minor oral surgery allied to the skills of the trainee. The trainee is based mainly within Wythenshawe with some day time activity at Stepping Hill.

Regular additional teaching occurs. There is an excellent postgraduate centre with library, there is junior staff study room within the Maxillofacial unit.

Oncall commitment

1 in 5 (out of hours cover till 10pm)

Banding 1A

University Dental Hospital of Manchester 3 posts

Single location posts

University Dental Hospital of Manchester

Higher Cambridge Street
Manchester M15 6FH

Educational and Clinical Environment:

Each post comprises 2 x 6 month rotations.

Each post involves a 6 month period in Oral Surgery/Oral Medicine with a 6 month period in either Restorative or Orthodontics/Paediatric Dentistry

Active participation in audit and the opportunity to do publications.

Rota

N/A

Banding

N/A

Wrightington Wigan and Leigh NHS Foundation Trust Wigan 1 post

There is one DCT1 based at Wigan

Rotation involves 3 hospitals Royal Albert Edward Infirmary in Wigan, Leigh Infirmary and the Manchester Royal Infirmary.

Leigh Infirmary

The Avenue, Leigh, WN7 1HS

Royal Albert Edward Infirmary (Wigan)

Wigan Lane Wigan WN1 2NN

Manchester Royal Infirmary

Oxford Road, Manchester, M13 9WL

This post comprises of 12 months attachment based at RAEI during which time there will be exposure to OMFS, Orthodontics and Special Needs Dentistry. The post will also include a regular day and night on call rota commitment at MRI.

This post has 2 Educational Supervisors, 1 for Oral and Maxillo Facial Surgery the other for Orthodontics and a Clinical Supervisor for Special Needs.

Oncall commitment

The post will involve regular 1 in 8 Monday to Thursday inclusive and Friday to Sunday inclusive daytime on call commitments at MRI. There will also be a 1 in 8 night time on call commitment Friday to Thursday inclusive.

Band

University Dental Hospital of Manchester/ Salford CDS (1)

Location

Distance is 4 miles.

University Dental Hospital of Manchester

Higher Cambridge Street, Manchester, M15 6FH

Community Dental Services (CDS)

Salford

Educational and Clinical Environment:

This post involves 4 sessions in the CDS (Community Dental service) at Salford and 6 sessions in the Dental Hospital (DH) and reversed after 6 months. The CDS post involves providing dental services in two or more sites in the community setting as well as domiciliary care. Services include routine dentistry for vulnerable adults and children including those with complex needs, comprehensive dental treatment under GA for adults with special needs, assessments for paediatric GA exodontia and inhalation sedation for anxious patients.

The DH element is focused on Restorative Dentistry for the first 6 months, then Oral Medicine for the second 6 months. The Restorative element involves new patient consultations, complex treatments, attendance at joint clinics and sedation. The oral medicine post involves consultation clinics, biopsies and attendance on TMD clinics.

No oncall commitment

Banding N/A

Pennine Care NHS Trust CDS 1 post

Dental Directorate, Pennine Care NHS Foundation Trust

Bury Dental Services

2nd floor, Moorgate Primary Care Centre

22 Derby Way, Bury, BL9 0NJ

The post holder will deliver clinical, hands on care across the Dental Directorate within the dental suites; Moorgate Primary Care Centre and Heywood, Rochdale and Middleton sites (Phoenix Centre, Nye Bevan House).

All postings are closely supervised and supported by senior colleagues.

The post holder will work with the Educational Supervisor and colleagues to co-ordinate and provide quality clinical care for patients attending the EDS and other CDS patients. Opportunities include Special Care Dentistry, adult and paediatric; Dental Access Centres, Minor Oral Surgery and the prison service.

The post holder will also provide professional advice and support to other staff, including in-house training as necessary.

There will be regular teaching sessions and audit meetings plus allocated time in the rota to attend compulsory HENW study days. The placement adheres to PCFT Training Placement Charter and there will be access to pastoral support from the Educational Supervisor and Practice Education Facilitators.

Main Duties & Responsibilities

- 1 To undertake examination and treatment of patients who fall within the remit of the service when required. To assume the clinical responsibilities normally expected of a

dentist practising in a salaried dental service. Patients will include adults and children who have one or more physical, sensory, intellectual, medical, or emotional or social impairments or disabilities, and who are unable or unwilling to access primary dental care from the General Dental Services.

- 2 An additional function of this post is to participate in the Emergency Dental Service provision.
- 3 Occasional provision of dental care for patients in a domiciliary setting.
- 4 Assisting in dental treatment provided under general anaesthetic.
- 5 Providing routine dental treatment within the prison service and leading therapists in the provision of the service.
- 6 To communicate and maintain effective working relationships with the clinical team and peers, General Medical Practitioners, General Dental Practitioners and other key stakeholders / health care professionals.
- 7 To identify commonly occurring medical emergencies and lead the dental team in the appropriate first line management, using appropriate equipment and drugs.

Responsibility for Patient Care

- To plan and manage dental care for patients
- To undertake dental treatment under general anaesthesia as required
- To maintain an appropriate level of productivity, whilst providing a quality service to agreed standards
- Communicate with a range of patients, families and carers
- Has sufficient knowledge, confidence and experience to deal professionally with issues of poor or under-performance in colleagues and other members of the dental team

Responsibility for Human Resources

- To liaise with the Dental Nurse Team Manager to ensure the smooth running of the service and partnership working with the Dental Nurses
- Understands responsibility for health and safety issues and can advise others in the service of these issues
- Adherence to safe working practices of staff and report non-compliance to their line manager

Responsibility for Financial Resources

- To ensure patients are aware of the nature of the contract under which they are treated and the cost of the proposed treatment
- To ensure financial instructions are complied with
- To ensure effective use of all resources within the Dental Directorate

Policy and Service Development

- To adhere to the Trust and Dental Directorate policies and procedures
- To maintain high ethical and professional standards
- To promote and maintain a professional image at all times
- To participate in the corporate functioning of the Dental Directorate and ensure compliance with service level agreements
- To work pro-actively with Dental Directorate to improve services
- To bring to the attention of the senior management any problems which may affect the delivery of the service

Planning and Organising

- To efficiently manage and undertake a clinical caseload
- To plan line management and clinical duties effectively

Analysis and data management

- To utilise the Trust Information and Technology network and dental software programmes to full potential to support recording and transmitting clinical activity, communication, education and development.

Education, Research, Development and Audit

- Broad based clinical training to achieve Core Curriculum competencies within all recommended areas as follows; management, leadership, communication and professionalism, with learning outcomes in each area.
- To engage in continuous learning
- To attend training as identified as being appropriate by the Trust.
- To assist in the organisation and provision of appropriate training for healthcare staff in conjunction with dental colleagues, other health professionals and oral health promotion staff
- To participate in and organise, where appropriate, clinical governance, audits and research. To be involved with individual performance review programmes.

General Duties of all post holders

- 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 be aware of and work towards the Trusts strategic goals

Standards of Business Conduct

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body

Equality and Diversity & Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times

Safeguarding

- Appointments to regulated and controlled activities require an enhanced CRB disclosure and registration with the Independent Safeguarding Authority (ISA), Vetting and Barring Scheme. Checking will be in accordance with the timeline promulgated by the Independent Safeguarding Authority.
- All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.
- All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Child and Adult Safeguarding Policies.
- All staff should familiarise themselves with the NICE Guidelines "when to suspect child maltreatment 2009."

Professional and Personal Development

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme
- The post holder will be involved in a formal IPDR/KSF review with his or her 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
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate

Confidentiality & Information Governance

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties
- The post holder must ensure compliance with the Data Protection Act 1998

Health & Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.