JOB DESCRIPTION

Job Title: Dental Therapist – Screening, Epidemiological Surveys and Clinical Care

Managed By: Senior Dentist

Accountable To: Operations Director

Key Relationships:
- Dental Nurses and administration team
- Suffolk & Thetford Operations team

Job Purpose: To carry out school dental screening programmes and epidemiological survey work.
To provide a wide range of dental treatment, including all extended duties appropriate to a registered dental therapist and hygienist at the request of dental surgeons working within the Dental Service. The work will be carried out within health centres, mobile units and includes domiciliary care.
The patient base will include adults and children with additional needs, phobics and patients with learning and physical disabilities.

Job Statement:
1. Responsible for completing the commissioned school dental screening programme within Suffolk and Thetford.
2. Responsible for undertaking dental epidemiological survey work in Suffolk where this is within Dental Therapist Scope of Practice.
3. Carries out clinical treatment sessions at CDS clinics in Suffolk as required according to service demand.

Duties and Responsibilities

Clinical Skills:
- Carry out dental screening programmes in schools and other locations in Suffolk and Thetford in line with commissioned activity.
- Carry out epidemiological survey work in Suffolk where this is within the Dental Therapist Scope of Practice and in line with standards and procedures detailed in the National Protocol.
- Provide a wide range of dental treatment, appropriate to a registered dental therapist and hygienist at the request of dentists working within Community Dental Services (CDS). (Domiciliary care and use of a mobile dental unit may be involved.)
Communication and Relationship Skills
- Produce and maintain accurate epidemiology and screening data sheets and associated records such as consent forms, questionnaire data, and other records to be used in the monitoring of the Service.
- Develop good communication with all members of the dental team and referring practitioners. Ensure information reaches all team members and relevant professionals in cases where treatment is ‘shared’.
- Communicate with members of the dental team about screening programmes and epidemiological surveys to ensure appropriate and efficient booking of schools and other sites.
- Produce and maintain accurate records of dental care, using computer systems and paper records where used within the service, complete appropriate NHS forms and assist with the data collection for service monitoring.
- Develop information for patients on relevant subjects.

Knowledge, Training and Experience
- Undertake mandatory training required by CDS either, online or by attendance at a course.
- Demonstrate compliance with GCD CPD requirements.
- Provide training for dental nurses / employees as required by the service.

Analytical and Judgemental Skills
- Observe all CDS policies and procedures and maintain the Employee Confidentiality Code of Conduct at all times. Maintain a safe working environment complying with the requirements of the Health and Safety Act and Data Protection Act.

Planning and Organisational Skills
- Assist in organisational duties to ensure the smooth running of the dental services, including efficient planning of screening and epidemiological work, and clinical activity.
- Undertake collection and receipt patients’ charges in accordance with NHS Regulations and ensure safe keeping of monies through banking in accordance with CDS Standing Financial Instructions.
- Assist in the management and maintenance of stock and equipment to ensure dental therapy services are maintained.

Information Resources
- Assist with data collection for monthly activity reports for clinical, screening and epidemiology programmes.

Research and Development
- Active participation in clinical audit programmes, peer review and clinical governance initiatives.
Freedom to Act

- Works on own initiative, providing leadership for other team members as a group and on an individual basis.
- Works to professional and occupational policies and is accountable for own actions: uses initiative when non-routine situations arise.

This job description is not intended to be a complete list of duties and responsibilities, but is a guide to the job and will be subject to periodic review and alteration in response to changing service requirements and in consultation with the post holder.
## Person Specification

<table>
<thead>
<tr>
<th>Factors</th>
<th>Essential requirements</th>
<th>Desirable requirements</th>
<th>Measurement eg: Application form /Interview</th>
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</thead>
<tbody>
<tr>
<td><strong>Education &amp; Qualifications:</strong></td>
<td>Diploma in Dental Therapy</td>
<td>Extended duties in inhalation sedation</td>
<td>Application form</td>
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<tr>
<td>E.g. level of education, professional qualification, registration requirements, evidence of further professional development, etc.</td>
<td>Certificate of Proficiency in Dental Hygiene</td>
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<td>Application form</td>
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<td>Current GDC registration</td>
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<td>Application form</td>
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<tr>
<td><strong>Knowledge:</strong></td>
<td>Trained to undertake dental therapy duties within GDC scope of practice</td>
<td>Knowledge of Community Dental Services and General Dental Services</td>
<td>Application form /Interview</td>
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<td>E.g. Requirement of technical expertise or knowledge specific to the role</td>
<td>Knowledge of current and future changes within the dental profession</td>
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<td>Essential requirements</td>
<td>Desirable requirements</td>
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<td><strong>Skills and Ability:</strong> Additional expertise acquired through practice or training which is a requirement of the post e.g. team leadership, motivational or organisational skills, communication skills etc.</td>
<td>Good communication skills, including clear and accurate written skills</td>
<td>Competency at treating patients with inhalation sedation</td>
<td>Application form /Interview</td>
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<td>Good patient management skills</td>
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<td>Modern skills of dental therapy and hygiene</td>
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<td>Willingness to learn new skills</td>
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<td>Excellent organisational skills</td>
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<td><strong>Personal Qualities:</strong> Special aptitudes relating to the demands of the post e.g. Team player, flexible</td>
<td>Commitment to a high standard of patient care</td>
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<td>Ability to work as a member of a team</td>
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<td>Patient, calm and able to work under pressure</td>
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<td>Ability to travel independently to locations across Suffolk and Thetford</td>
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<td>Interview</td>
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