

Recruitment Pack and Job Description

Dental Therapist

West Dorset

Primary Care Dental Service

Special Care Dentistry, Dorset and Somerset



Hello and Welcome



Thank you for your interest in our
Primary Care Dental Service for
Dorset and Somerset - part of
Somerset NHS Foundation Trust.

Our teams are here to deliver great care and high quality services for our cohort of special care patients. We are all particularly lucky to be able to do this in the most beautiful counties of Dorset and Somerset.

In joining us you will be part of, and be supported by, a dedicated and passionate workforce with the patient at the heart of everything we do.

We wish you much success in your application and look forward to welcoming you to our service.



*Zillah Morris, Group Service Manager and Daniel Rawles, Deputy Service Manager,
Primary Care Dental Service & James Coulston, Consultant Vascular Surgeon & Associate
Medical Director*



Why Somerset NHS Foundation Trust?

Somerset NHS Foundation Trust runs acute hospital services, community services, mental health and learning disability services, and a quarter of Somerset's GP practices. It runs services from two acute hospitals – Musgrove Park Hospital in Taunton, Yeovil Hospital in Yeovil – services in the community, services from the 13 community hospitals in Somerset, a range of mental health and learning disability services and Symphony Healthcare Services which runs a quarter of GP practices in Somerset. Our Primary Care Dental Service is delivered across Somerset and Dorset.

Our trust is the result of two mergers. The first merger in April 2020, between Taunton and Somerset NHS Foundation Trust and Somerset Partnership NHS Foundation Trust, brought together acute services, community service and mental health and learning disability services. The second merger brought together acute services from both acute hospitals in the county and a large proportion of the county's GP practices under Symphony Healthcare Services.

We believe that the broad range of services that we offer within one organisation put us in a better position to provide mental and physical health services for our population, helping people to enjoy healthier lives with improved equitable access to the specialist care and treatment they need, when they need it.

We are commissioned by the Somerset Integrated Care Board (ICB) and the Dorset Integrated Care Board (ICB), and work with stakeholders such as Local Dental Committees in Dorset and Somerset, the South West Managed Clinical Networks (MCNs), general dental practitioners, social care and the voluntary sector.



Kindness, Respect, Teamwork
Everyone, Every day



Primary Care Dental Service Dorset and Somerset



Supported by

Consultant in Special Care Dentistry
Clinical and Assistant Clinical Directors
Specialists in Special Care Dentistry
Salaried Dentists
Specialist Trainee Registrars
Dental Therapists
Senior Dental Nurses / Dental Nurses
Service Management Team
Receptionists and Administrators
Business Team



Dorset



Somerset

Clinics in Poole and Dorchester

Clinics in Bridgwater, Taunton,
Yeovil and Frome

Offering special care and
occasional care for adults and
paediatrics, sedation, domiciliaries
and general anaesthetics
(Dorset County Hospital)

Offering special care and
occasional care for adults and
paediatrics, sedation, domiciliaries,
minor oral surgery, urgent care
and general anaesthetics
(Musgrove Park Hospital
and Yeovil District Hospital)

Where we are



Living in Dorset and Somerset - did you know..?

- Over half of the county is designated an Area of Outstanding Natural Beauty, including the spectacular Jurassic Coast – the only natural World Heritage Site in England
- Over 150 miles of coastline with award winning beaches
- Dorset has 364 more hours of sunshine throughout the year compared to the UK average
- Between 83% and 93% of schools in Somerset and Dorset have been rated good or outstanding by Ofsted
- Many beautiful market towns and seasonal cultural events through the counties including the iconic Glastonbury Festival
- Great links to motorways and public transport reaching towns and cities such as Bath, Bristol and Exeter
- Both counties have easy access to international airports such as Bournemouth, Exeter, Bristol and Cardiff
- Fast ferry service linking Poole and Portsmouth with the Channel Islands of Guernsey and Jersey and the Western Channel ports of St Malo and Cherbourg.
- Somerset is home to some of the most iconic food brands in the world including Cheddar and Cider!



**Kindness, Respect, Teamwork
Everyone, Every day**

Why choose the Primary Care Dental Service?



Consultant and Specialist led service



Appointment times range from 30-90 minutes



Rising Star and NHS leadership programmes e.g. Edward Jenner and Mary Seacole



Experienced clinical supervisors and mentors



Supported CPD days for your GDC portfolio



Progression and development opportunities from trainee to consultant posts, including Specialist placements



Team based working



Clinic opening hours from 08.30 – 17.00



Mature business structure to support and take on claim and administration duties (no lab bills)



Salaried dentist terms and conditions of employment, including Crown indemnity and PAYE



Clear job planning annually and to support any new developments in your practice



Explore postgraduate training and courses - Special Care Dentistry, Conscious sedation and radiography



Variety of work including inhalation sedation, IV, MOS, general anaesthetic and domiciliaries



Agenda for Change terms of employment for dental nurses, dental therapists and all support team members



Monday-Friday working week, full time equivalent hours of 37.5 per week



Typical working day would be 75% patient facing, 25% non-patient facing



Wide range of NHS benefits including relocation, flexible working, pension contributions, market leading annual leave allowance, not to mention Blue Light Card and NHS exclusive discounts.



Dedicated and highly skilled dental nurse team support



Opportunity for Out of Hours bank work



Today we are looking for

Dental Therapists to join our Dorset team
Permanent contracts

We would like to invite you to get in touch with us to discuss how these opportunities will support you and your career. Please see our full job description and person specification as part of the application for these roles through NHS Jobs.

In summary:

- Dentist Therapists are a vital and valued part of the work we achieve in community and special care dentistry. You will work amongst and be supported by Band A dentists, Band B Senior dentists and Specialist and Consultant dentists, and in your day to day role by our dental nurses and business administration and reception team colleagues.
- Our Therapists are important to support clinic work, including domiciliary or residential care settings as well as projects such as epidemiology in local schools, helping to meet our patients' needs with any additional or extended skills support.

Some of your main responsibilities with our patients will include:

- To provide oral health care for patients (adults and children) with disabilities and Additional Needs including those who are medically compromised.
- To provide comprehensive high quality oral healthcare under local anaesthesia and behaviour management and if competence appropriate also with sedation as required. To understand and demonstrate all aspects of pain and anxiety management particularly for patients with Additional Needs.
- To work collaboratively with primary and secondary care dental colleagues and other health and social care agencies to facilitate our patient centred service.
- To maintain up to date knowledge and skills on clinical techniques and their application to patient dental care.
- Recognise and assist with management of medical emergencies within the dental surgery and on domiciliary visits.
- To provide flexibility and assistance to the clinician and team you are working with and those within the service nearby



Opportunities:

- Wide variety of development opportunities - CPD support and training as stepping stones to broaden your community and special care dental experiences
- Best Practice Groups throughout the year to meet with service wide colleagues, share learning and updates in practice
- Clinical supervision
- Projects - Examples are Epidemiology in schools and clinical audits
- Leadership and succession planning opportunities
- A real focus on your Wellbeing as part of a large supportive organisation.

For further details regarding this position please don't hesitate to contact:

Daniel Rawles, Deputy Service Manager
Mobile 07867 537507 - daniel.rawles@somersetft.nhs.uk

Erica Boulton, Workforce Development Manager
Tel: 07771 396042 - erica.boulton@somersetft.nhs.uk



JOB DESCRIPTION

Job Title	Dental Therapist
Band	Band 6
Directorate	Children, Young People and Families
Department	Primary Care Dental Service
Base	West Dorset – Special Care Dentistry, Dorset County Hospital
Responsible to	To be confirmed
JD updated	May 2025

Job Purpose

This is a clinical post providing dental care within the professional scope of practice for Dental Therapists, to patients of the Primary Care Dental Service within Dorset. The service provides care for adults and children with varied Special Care/Paediatric additional needs or disabilities, including medically compromised patients who require treatment in a specialised setting and anxious children. In addition, it will include outreach care for patients in their own homes, nursing and care settings. The post will be primarily based at our Special Care Dentistry Department at Dorset County Hospital.



Duties and Responsibilities

Communication and Key Working Relationships

- Service Users
- Consultant/s in Special Care Dentistry
- Clinical Director
- Service Manager/Deputy Service Manager
- Governance Support Manager
- Senior clinical team including Specialists
- Senior Dental Officers and Dental Officers
- Dental Therapists
- Professional Lead for Dental Nursing
- Dental Nurse Team Lead (Dorset)
- Senior Dental Nurses and Dental Nurses
- Administrators and Receptionists
- Business and Operations Team

Planning and Organisation

- To contribute to the effective running of the clinic ensuring a high focus on quality care as well as high efficiency.

Responsibility for Patient / Client Care, Treatment & Therapy

- To provide oral health care for adults and children with disabilities and additional needs including those who are medically compromised, who are patients of the Primary Care Dental Service. Duties include provision of the range of oral health procedures within the professional scope of practice for Dental Therapists as outlined by the General Dental Council.
- To provide comprehensive high quality oral healthcare under local anaesthesia and behaviour management and if competence appropriate also with inhalational sedation as required. To understand and demonstrate all aspects of pain and anxiety management particularly for patients with additional needs.
- To maintain up to date knowledge and skills on clinical techniques and their application to patient dental care.
- To provide clinical advice to staff on dental matters, as appropriate.
- To undertake other appropriate dental work, which is properly assigned, and may involve duties away from the base and surrounding area.

MEDICAL EMERGENCIES

Recognise and assist with management of medical emergencies within the dental surgery and on domiciliary visits.

The ability to remain calm, decisive and purposeful whilst handling difficulties/emergencies.



Comprehensive knowledge of Trust emergency drugs protocol and competence for use in emergency.
Policy, Service, Research & Development Responsibility
<ul style="list-style-type: none"> To comply with all the Primary Care Dental Service clinical policies, including IRMER, Health & Safety requirements, Data Protection and other legislation or procedures relevant to the safe practice of dentistry for both patients and staff.
Responsibility for Finance, Equipment & Other Resources
<ul style="list-style-type: none"> To ensure appropriate use of equipment in the clinic, having completed Medical Device training for individual devices. To ensure the appropriate use of Trust resources, being mindful of the cost of consumable items.
Responsibility for Supervision, Leadership & Management
<ul style="list-style-type: none"> To proactively participate in management and Clinical Supervision To proactively participate in Dental Best Practice meetings To actively contribute to team and other Trust meetings To uphold Trust values ensuring a civil and compassionate approach to team working
Information Resources & Administrative Duties
<ul style="list-style-type: none"> To participate in regular staff meetings and training sessions organised within the Primary Care Dental Service.
Any Other Specific Tasks Required
<ul style="list-style-type: none"> To undertake training as required by the Trust and as needed to maintain standards of clinical practice and as required to ensuring continuing registration with the General Dental Council as a Dental Therapist. To take part in all aspects of clinical governance, including GDC lifelong learning, peer review and clinical supervision. The post holder will be expected to take part in clinical audit. To work with the local dental epidemiology team in data collection for national dental epidemiology programmes as required.



Review of this Job Description

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.

General Information

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.

Confidentiality

The post holder 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 Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation 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.

Safeguarding

All employees 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.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

Records Management

The post holder 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 Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



Prevention and Control of Healthcare Associated Infection

The post holder is 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.

Policies & Procedures

Trust employees 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.

Sustainability Clause

Somerset NHS Foundation 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.

Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



Person Specification

Requirement	Essential / Desirable	How Assessed
<u>PROFESSIONAL REGISTRATION</u>		
<ul style="list-style-type: none"> Full GDC Registration. 	E	
<u>QUALIFICATIONS AND TRAINING</u>		
<ul style="list-style-type: none"> Diploma or Degree in Dental Therapy. 	E	
<u>KNOWLEDGE</u>		
<ul style="list-style-type: none"> Familiarity with GDC guidelines. 	E	
<u>EXPERIENCE</u>		
<ul style="list-style-type: none"> Experience in carrying out clinical dental treatment within scope of practice. 	E	
<ul style="list-style-type: none"> Experience with the anxious patient, those with additional needs and patients with challenging behaviour. 	D	
<u>SKILLS & ABILITIES</u>		
<ul style="list-style-type: none"> Excellent interpersonal skills. 	E	
<ul style="list-style-type: none"> Aware of clinical limitations. 	E	
<ul style="list-style-type: none"> Understanding of clinical governance. 	E	
<ul style="list-style-type: none"> Listens to others' views respecting and valuing individual needs. Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues. 	E	
<ul style="list-style-type: none"> Excellent organisational skills, ability to manage own time and plan timed activities. 	E	
<ul style="list-style-type: none"> Ability to recognise and manage challenging situations in a calm and professional manner. 	E	
<ul style="list-style-type: none"> Able to take instruction and direction and work effectively as part of a team. 	E	
<ul style="list-style-type: none"> Ability to record and retrieve information on paper/electronic records as appropriate. 	E	
<ul style="list-style-type: none"> Familiar with the concepts of health promotion. 	E	



<ul style="list-style-type: none"> • Experience in community based oral health promotion projects • Understanding of the aims of the Primary Care Dental Service. • Experience of R4 Dental Software. • Experience of audit and peer review. 	D D D D	
COMMUNICATION SKILLS <ul style="list-style-type: none"> • High standards of written communication skills with the ability to use email and internet. • Compassionate - exceptional interpersonal skills with the ability to communicate effectively with staff, patients, carers and relatives (as appropriate) remaining sensitive and empathetic. • Evidence of a good standard of Literacy / English language skills • Compassionate - open minded, treats colleagues, patients, carers and relatives with dignity and respect. • Intuitive and caring nature. • To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion • Able to maintain confidentiality and deal with difficult and sensitive issues 	E E E E E E	
PLANNING & ORGANISING SKILLS <ul style="list-style-type: none"> • Be able to work on own initiative. • A completer/finisher with attention to detail. 	E E	
OTHER <ul style="list-style-type: none"> • Willingness to adapt to change and be flexible. • Remaining calm when under pressure. • Ability and desire to work effectively as part of a team. 	E E E E	



<ul style="list-style-type: none"> • Flexible and adaptable to meet the needs of the patients. • Willingness to use technology to improve standards of care and support to our patients • Must be a car driver with a valid driving licence or have access to transport with appropriate business insurance in order to travel throughout the Trust, to meet the needs of the service. 	E E	
---	------------	--

SUPPORTING BEHAVIOURS

To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.

- Kindness
- Respect
- Teamwork



SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
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		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 ie: jobs requiring training / certification in physical interventions		No	
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		No	
Carry out clinical / social care interventions	Yes		Daily delivery of clinical dental care and following Trust Safeguarding pathways
Analyse statistics		No	
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			
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.
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
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 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

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			



We'd love to hear from you...



Senior Management Team



If you would like to find out more about us before you apply, we welcome informal visits to meet the teams and see what it would be like to work in community dentistry.

Please feel free to contact any of the team as below and we would be happy to arrange this for you.

Daniel Rawles, Deputy Service Manager
07867 537507 - daniel.rawles@somersetft.nhs.uk

Erica Boulton, Workforce Development Manager
07771 396042 - erica.boulton@somersetft.nhs.uk



**Kindness, Respect, Teamwork
Everyone, Every day**