1. JOB PURPOSE

**Childsmile** adopts a multi-pronged approach to improving children’s oral health through dental practice, community, and nursery and school settings. The programme targets children from birth providing a comprehensive pathway of oral health promotion and clinical preventive care delivered by local *Childsmile* dental practices, with additional fluoride varnish programmes for children attending *Childsmile* nurseries and schools, and supported in the community via a network of *Childsmile* Oral Health Support Workers.

The post holder will work as part of a multi-disciplinary team to provide key oral health messages and a defined clinical preventive procedure to young children and their parents/carers. This will be undertaken in primary care dental service settings, nursery and school environments.

The post holder will provide quality care and support to the patient (child) throughout all clinical preventive procedures and ensure agreed quality standards of dental nursing care are maintained at all times.

The post holder may also be required to provide full surgery and administrative support to Clinicians (CDOs, SDOs, Salaried GDPs, Dental Hygienist/therapists.)
2. ORGANISATIONAL POSITION

3. SCOPE AND RANGE

The post holder will be hosted within the Salaried and Community Dental Service and responsible to the Senior Salaried General Dental Practitioner (Childsmile).

The Salaried and Community Service Dental Team comprises of 100+ professional dental, oral health promotion, training and administration staff within the community setting and provide a comprehensive dental service to priority groups within NHS Borders.

The post holder will deliver oral health promotion messages to parents, carers and children in accordance with the Childsmile Care Manual, and provide defined clinical preventive procedures to young children, nursery and primary school children. The post holder will work in the dental practice setting and cover designated nursery and primary schools through Borders.

The post holder may be required to provide a full range of clinical dental nurse duties and administrative support to clinicians in clinical and community settings. The post holder will ensure a high standard of dental nursing, including cross infection duties, by following NHS Borders policies and procedures.
5. MAIN DUTIES/RESPONSIBILITIES

The post holder will be based within the Oral Health Promotion Dept of NHS Borders and will be responsible to the Health Improvement Manager.

**Childsmile Practice**
- To deliver oral health promotion messages on a one-to-one or group basis to parents and carers, using the *Childsmile* Care Manual, within the dental practice setting.
- To assess the level of input and support required by the family and develop an appropriate and individual care plan.
- To administer a defined clinical preventive procedure to young children.

**Childsmile Nursery & School**
- To provide a defined clinical preventive procedure to nursery and primary school children in the school settings.
- To deliver oral health promotion messages on an opportunistic basis, using the *Childsmile* Care Manual.
- To risk assess children to determine unmet dental need, adhering to onward referral protocol in line with NHS Borders policy, and link to participating *Childsmile* dental practices where appropriate.

**Generic (including clinical dental nurse duties and administrative support)**
- To ensure that the defined clinical preventive procedure is carried out to the required high standard.
- To be responsible for the management of the patient, including emotional support, continuous reassurance, responding to the anxieties of the patient and keeping them informed of procedures for their confidence and well-being.
- To record, maintain, store and retrieve patient records and *Childsmile* monitoring data on both paper and electronic systems, in accordance with Patient Confidentiality Policy.
- To work in the school environment and/or practice using own initiative and the ability to prioritise workload without the immediate presence of a senior member of staff.
- To develop strong communication links, and liaison, with Oral Health Support Workers, Oral Health Promotion and Dental Team members and educational establishment staff.
- To respond to enquiries about *Childsmile* from various professionals and parents and carers.
- To participate in the ongoing audit and evaluation of the *Childsmile* programme.
- To be aware of child protection issues and report concerns in line with NHS Borders policies and procedures.
  - To ensure portable equipment/dental surgery is maintained to the required standard for the safety of patients, staff and visitors in accordance with cross infection control policy and health and safety procedures and protocols. This includes ensuring emergency equipment is regularly checked and maintained.
- To maintain registration and the knowledge and skills to use dental supplies and equipment in accordance with COSHH guidelines.
  - To prepare the surgery domiciliary kit, portable dental unit and clinical preventive areas in school settings for clinical procedures. This includes, ordering of dental consumables, stationary and *Childsmile* promotional resources, ensuring that the room is fit for purpose and setting out instruments and equipment as required.
- To be responsible for the completion of statistical returns e.g. *Childsmile* monitoring, SMR13 and GP17 forms.
  - This will include HIC and R4.
- To provide a full range of clinical dental nurse duties and administrative support to clinicians in Clinical and Community settings.
6 SYSTEMS AND EQUIPMENT

The postholder is responsible for dismantling, assembly and preparation for safe use of specialised dental equipment for all clinical procedures.

Daily care and maintenance of all dental equipment including:

- Cleaning and disinfecting of dental surgery work surfaces and dental equipment at start and finish of each session and between each patient
- Weekly check of emergency oxygen cylinder

Handling and disposing of hazardous substances/waste including clinical waste, dental and cleaning materials in accordance with NHS Ayrshire and Arran health and safety procedures.

Daily use of dental equipment including set up of transportable equipment.

Maintenance of emergency equipment including oxygen and drugs required to manage medical emergencies.

General equipment used, includes:

- Desktop computer, laptop, palmtop and printer
- Telephone landline, mobile and fax
- Photocopier
- Mobile display board
- Motor vehicle

7 DECISIONS AND JUDGEMENTS

On a day-to-day basis the postholder is expected to manage their own workload within the Childsmile programme, to include:-

- Prioritise workload on a daily/weekly basis.
- Assessment of the level of oral health promotion support required by a child/family and gauge input accordingly.
- Risk assessing of children to determine unmet dental need and adhering to onward referral protocols.
- Risk assessment of working environment will be required.
- Responsible for day-to-day running of the surgery or clinical prevention area within the school environment.
- Responsible for the timetable to ensure the effective, efficient and smooth running of Childsmile sessions.
- Ability to assess individual family/child need for additional oral health promotion sessions.
- Ability to evaluate stock requirements for Childsmile programme.
- Provision of appropriate instrumentation for specific prevention procedure.
- Ability to adapt to changing circumstances during dental procedures or daily plans for example change of treatment plan, patients cancelling or failing to attend appointments resulting in rescheduling appointments.
- Accountable for own actions within specific standards and procedures.
8. COMMUNICATIONS AND RELATIONSHIPS

The post holder is required to establish and maintain strong working relationships and communication networks across all levels within and between organisations. This includes regular formal and informal presentations to key stakeholders.

NHS Board Level:
- National Childsmile Executive Board
- Participating General Dental Practices (GDS and Community and Salaried Services)
- Public Health Practitioners
- Health Improvement Teams
- Public Health Networks
- Various Professional Area Committees
- Administration Staff

Non-NHS:
- Education and life long care, Scottish Borders Council
- Education Establishments – nurseries, schools and further education colleges
- Headteachers, primary & nursery school staff and managers
- Local Voluntary Organisations
- Local Community Health Initiatives
- Care Commission

9. PHYSICAL DEMANDS OF THE JOB

Physical:
- Travel throughout NHS Borders
- Lifting and carrying materials/ resources/ equipment – for awareness raising events, presentations and training
- I.T.
- Working as a clinician applying fluoride in nursery and school settings

Mental demands of the job:
- Using skills of persuasion and influencing to achieve outcomes
- Working in a highly political and sensitive environment
- Dealing with frequent interruptions that require the post holder to respond to requests for specific information and focus on a different task or activity
- Time management and prioritisation

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Communicating oral health messages effectively to foster behaviour change
- The clinical application of fluoride varnish to the teeth of small children
- Treating anxious and/or uncooperative patients.
- Dealing with anxious/aggressive parents and carers, both face to face and by telephone.
- Working in isolated circumstances as one of only 2 in a team in restricted environment, for example, dental surgery, nursery or primary school
11. KNOWLEDGE, TRAINING AND EXPERIENCE TO DO THE JOB

- Qualified and GDC Registered Dental Nurse - National Examining Board for Dental Nurses Certificate or equivalent SVQ level 3 in Health Care Dental Nursing.
- Minimum one years’ experience post qualification.
- Full driving licence.
- Practical, working and theoretical knowledge of policies and procedures, a wide range of dental procedures and use of dental equipment, instruments and materials.
- Good organisational and administrative skills.
- Excellent communication skills – verbal and written.
- Effective listening and interpersonal skills
- Basic IT skills.
- CPR skills and emergency drug use.
- Evidence of continuing professional development

Childsmile Training

- It is a requirement that the postholder completes the NES accredited Childsmile Dental Nurse Training Programme
- The postholder will be expected to maintain continued professional development and attend Childsmile training updates during their time in post.

This job description is not definitive and may be subject to future amendments following negotiation and consultation
TERMS AND CONDITIONS

Grade and salary: Band 4: £18,838 - £22,016 per annum
Fixed Term until 31 March 2014

Hours of work: 37.5 hours per week

Annual leave: 27 day per annum
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbooks.

Public Holidays: 8 days per annum on dates designated by NHS Borders
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.

Superannuation: The post-holder is entitled to join the NHS superannuation pension scheme.

If Unsuccessful:
If you have NOT heard from us within 4 WEEKS of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

Equal Opportunities:
In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Trade Union membership.

Disclosure checks:
We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

Tobacco policy:
We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

Hepatitis B:
We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

If your work involves exposure-prone procedures, you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.

Health and Safety at Work:
You must take look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders’ Health & Safety Adviser.

**Mandatory Induction Standards for Healthcare Support Workers in Scotland:**

Your performance must comply with the Mandatory Induction Standards for Healthcare Support Workers in Scotland and with the Code of Conduct for Healthcare Support Workers (in line with CEL 23 (2010)), both subject to amendment from time to time, which are attached.

If, despite ongoing support, you fail to adhere to the Standards or to comply with the code, your performance will be managed in line with the NHS Borders Management of Employee Capability Policy and could result in the termination of your employment with NHS Borders.

The closing date for completed application forms is: 5pm on Wednesday 20 July 2013