# Job Description

## 1. Job Details

<table>
<thead>
<tr>
<th>Job Holder</th>
<th>Regional Dental Nurse Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Regional Dental Nurse Tutor</td>
</tr>
<tr>
<td>Department and Location/S</td>
<td>North East of Scotland Centre for Postgraduate Dental Education Regional posts.</td>
</tr>
<tr>
<td>Immediate Manager’s Title</td>
<td>Senior Dental Nurse Tutor</td>
</tr>
</tbody>
</table>

## 2. Job Purpose

To support the Lead DCP Tutor and the Senior Dental Nurse Tutor in the development and implementation of pre-registration training for dental nurses.

## 3. Dimensions

Nationally, the Postgraduate Dental Dean leads a large team of Associate Deans, Directors of Postgraduate General Dental Practice Education, Tutors, Advisers and administration staff.

Regionally in the North East, the postgraduate centre staff responsible for Educational Objectives are the Directors of Postgraduate General Dental Practice Education and Assistant Director of Postgraduate General Dental Practice Education, VT Adviser, CPD Tutor for GDP, PDP Tutor, National Returning and Re-Training Adviser, Lead DCP Tutor, Senior Dental Nurse Tutor, CPD Tutor for DCPs, Specialist Dental Nurse Tutor and Training and Development Officer.

A Business Manager manages the centre resources, and there are 3 full-time and 1 part-time administrative staff providing support.

Budgets which relate to the functions of the postgraduate centre are VT, CPD, DCP and Postgraduate Centre.
4. ORGANISATION CHART

Postgraduate Dental Dean

Director of Postgraduate General Dental Practice Education

Lead Dental Care Professional

Senior Dental Nurse Tutor

Regional Dental Nurse Tutors
5. ROLE OF THE DEPARTMENT

The Department of Postgraduate Dental Education develops and delivers:

- Vocational Training and General Professional Training for Dentists, Dental Therapists and other DCPs.
- Postgraduate / Post Registration Training and Education and CPD for Dentists and Dental Care Professionals.
- Pre-registration training for Dental Nurses.
- Return to Work training and support for Dentists and DCPs.
- GDS Audit.
- Support for Dentists on programmes of study designed to produce Enhanced Practitioners (Dentists with Special Interests).
- Practice Development Unit and In-Practice Dental Team Training
- Decontamination Education for practices.

6. KEY RESULT AREAS / KEY AREAS OF RESPONSIBILITY

- To support the Lead DCP Tutor and the Senior Dental Nurse Tutor in the development and implementation of pre-registration training for dental nurses.
- To undertake any necessary training to allow the post-holder to independently deliver pre-qualification training to dental nurses.
- To support the Lead DCP Tutor, Senior Dental Nurse Tutor and CPD tutor to deliver post qualification training to dental nurses
- To ensure the principals of Health and Safety, Decontamination, and Equality & Diversity are embedded in all education and training initiatives with regard to dental nursing.
- To work in partnership with Health Boards
- To be creative in planning how to use a range of different teaching methods to deliver the underpinning knowledge in line with the National Examining Board for Dental Nurse’s and SVQ syllabus to suit the variety of student dental nurse’s learning styles
- To develop and deliver the underpinning knowledge component for the National Induction project and pre-registration training for dental nurses (which leads to registration with the General Dental Council)
- To ensure material developed and delivered is up to date and of the highest quality
- To mentor and participate in assessment of candidates on dental nurse pre registration training courses
- To prepare and mark student assignments, giving feedback on performance
- To prepare students throughout the course for sitting mock and final examinations
• To work with the Lead DCP Tutor, Senior DN Tutor and admin staff to plan and arrange centre logistics for examination days
• Mark mock exam papers providing student’s with feedback on performance
• To monitor the progress of pre registration candidates,
• To create and establish a supportive atmosphere and relationship between the dental nurse students and the dental nurse tutor team
• To participate in internal verification when required
• To evaluate the effectiveness of training provision for dental nurses and improves as necessary in conjunction with the other regional tutors and training providers.
• To work closely with the National Examination Board for Dental Nurses, Scottish Qualification Authority and Skills for Health on issues relating to training, education and development.
• To liaise with the Lead DCP Tutor and the Senior Dental Nurse Tutor regarding budgets.
• To promote and encourage audit in primary dental care.
• To assist in the provision of the continuum of dental education.
• To take part in NES performance appraisal scheme and development.
• To assist in developing new ideas and projects as determined by the Director, Lead DCP Tutor and Senior Dental Nurse Tutor
• To attend and participate in national peer group meetings in relation to dental nurse training

7. USE OF PHYSICAL RESOURCES

• Use of a wide range of dental equipment, materials and medicaments
• Use of IT equipment and systems
• Use of digital equipment, PowerPoint projectors and video equipment
• Photocopiers, printers and cameras
• Car

Systems
• IT Microsoft Office (Word, PowerPoint, Excel)
• Scottish Dental Nurse Online
• NES Database – (Pinnacle)
• Groupwise – (e-mail)
• Video conferencing
8. ASSIGNMENT, GENERATION AND REVIEW OR WORK

Work is generated through the training needs of employers and unqualified staff requiring training in order to fulfill the GDC requirements for unqualified staff to be within a recognised training programme.

Work is delegated by the Senior Dental Nurse Tutor.

The Dental Nurse Tutor will:
- Report to the Senior Dental Nurse Tutor
- Consult the Senior Dental Nurse, Lead DCP Tutor and Director of Postgraduate General Dental Practice Education

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

- An effective team player with excellent communication and interpersonal skills
- An ability to liaise with all levels of staff, both within NES and externally e.g. FE colleges, NEBDN, GDC, Health Boards
- Operate at a high level of impartiality, fairness and empathy
- An ability to support students throughout training maintaining confidentiality
- Internal communications include meetings with fellow tutors, infection control teams and CPD Tutors
- External communication will include meetings with Health Board Representatives, General Dental Practitioners and Dental Nurse Training Facilitators

The types of communication the post holder conducts include:-
- Written and electronic communication – e-mail, letters, presentations, video conferencing, newsletters and student feedback sheets
- Verbal communication-group tutorials, participation at meetings
- There will be a requirement to use persuasive, motivational and reassurance skills to enable candidates in their training.
10. MOST CHALLENGING PARTS OF THE JOB

- Completing any necessary programme of personal training whilst in employment
- Keeping up to date with changes in interpretation of guidance, legislation and organisational skills
- Keeping up to date with own training and development needs
- Maintaining a level of mentorship relevant to the course demands
- Ensuring teaching methods are relevant to group, eg experience, numbers, content

Communication
- Exercising high levels of patience, tact and diplomacy in varying situations
- Providing advice and training to dental care professionals who may in the first instance, be reluctant participants
- Gaining acceptance and credibility with General Dental Practitioners, Health Boards
- Dealing with individuals who may be confrontational when their behaviour is challenged
- Providing constructive feedback on performance and persuading the need for behaviour change to ensure the participant is meeting the demands of the course
- Ensuring training provided ensures a high degree of professionalism
11. EFFORT REQUIRED TO DELIVER THE REQUIREMENT OF THE POST

- **Physical skills**
  - Technical knowledge and skills to operate all types of dental equipment
  - Highly developed practical skills and manual dexterity in use of dental equipment and materials with the ability to demonstrate and teach knowledge required
  - Keyboard-requirements for accuracy
  - Manual Handling Skills-keeping in line with H&S Policies
  - Use of IT and AV equipment

- **Physical effort**
  - Lifting/moving stationery items, course equipment and materials such as Laptops, PowerPoint Projectors
  - Preparation of rooms, eg chairs, tables, AV requirements
  - Standing for lengthy periods while delivering tutorials/presentations

- **Mental effort**
  - High levels of concentration during planning and delivery of training programmes
  - Mental agility to promptly answer questions related to complex issues
  - Capable of producing work of high quality and accuracy
  - Creativity required in developing assessments and training sessions specific to student’s needs and educational level
  - Awareness of absolute requirements for confidentiality
  - Keeping own knowledge up to date and abreast of updated national and local policies and guidelines

- **Emotional effort**
  - Assertiveness
  - Feedback skills

- **Working conditions**
  - The majority of the post will conducted within the region with travelling required nationally for attendance to national group meetings and training sessions
  - Responsibility for security of all IT Equipment both in office and during transportation
12. QUALIFICATIONS AND / OR EXPERIENCE SPECIFIED FOR THE POST

QUALIFICATION AND TRAINING

**Essential:**
Qualified and Registered Dental Nurse

**Desirable:**
Post Qualification in OHE, Sedation, Special Care or Orthodontics or Radiography
Teaching Certificate (NVQ 4 or equivalent) or commitment to achieve
Internal Verifier Award L&D 11/D34/V1 or commitment to achieve
Assessor awards L&D 9 di/D32 & D33 A1 & A2

EXPERIENCE

**Essential:**
Experience post-qualification in the theoretical and practical aspects of all dental procedures carried out in a dental primary care environment.
Dental Nurse training experience.

**Desirable:**
Member of British Association of Dental Nurses

KNOWLEDGE & SKILLS

**Essential:**
Ability to work with minimum supervision.
Broad knowledge of occupational and Government informed policies.
Knowledge of current GDC guidelines and policies
In-depth knowledge of the Dental Nurse Occupational Standards
Knowledge of the SVQ/NVQ systems and assessment process
Some IT Skills
Excellent communication skills
Ability to communicate or present information to small and large groups
Mentoring skills

**Desirable**

Advance IT Skills

Signed:

Line Manager
## Person Specification  
**Regional Dental Nurse Tutor**

**Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

**Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

**Means of Assessment** – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

### Factors

<table>
<thead>
<tr>
<th>Factors</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of Assessment</th>
</tr>
</thead>
</table>
| **Education and Professional Qualifications** | • Qualified dental care professional with current GDC registration  
• Active CPD record                                                                                                                   | • Post Qualification in OHE, Sedation, Special Care or Orthodontics or Radiography  
• Teaching Certificate (NVQ 4 or equivalent) or commitment to achieve  
• Internal Verifier Award D34 / V1 or commitment to achieve  
• Assessor awards D32 & D33 / A1 & A2                                                                                               | Application & Pre-Employment checks                                                                                                           |
| **Experience/Training (including research if appropriate)** | • Post qualification experience in General Dental Practice  
• Dental Nurse training experience                                                                                                     | • Member of British Association of Dental Nurses                                                                                              | Application, Interview & Pre-employment Checks           |

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<table>
<thead>
<tr>
<th><strong>Specific Skills and Knowledge</strong></th>
<th><strong>Personal Attributes</strong></th>
<th><strong>Other</strong></th>
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</table>
| • Ability to work with minimum supervision  
  • Broad knowledge of occupational and Government informed policies  
  • Knowledge of current GDC guidelines and policies  
  • In-depth knowledge of the Dental Nurse Occupational Standards  
  • Knowledge of the SVQ/NVQ systems and assessment process  
  • Basic IT Skills, MS Office, Email | • Ability to work with minimum supervision  
  • Excellent communication skills  
  • Ability to communicate or present information to small and large groups  
  • Mentoring skills  
  • Patient, friendly, flexible attitude to work/workplace  
  • Ability to work to deadlines  
  • Attention to detail  
  • Ability to use initiative | • Ability to travel throughout Scotland  
  • Driving licence and use of car for work purposes OR ability to arrange alternative transport to meet job requirements |
| **Application & Interview** | **Interview** | **Interview & Pre-employment Checks** |
CONDITIONS OF SERVICE

TITLE: Regional Dental Nurse Tutor

LOCATION: Aberdeen

REPORTING TO: Senior Dental Nurse Tutor

GRADE: Agenda for Change Band 5

SALARY SCALE: £21,388 - £27,901 per annum pro rata

HOURS AND DAYS OF WORK: Part time – 18.75 hours per week; based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900. Flexitime arrangements may be available

JOB STATUS: Fixed Term/Secondment opportunity for 18 months

NOTICE PERIOD: 1 month

ANNUAL HOLIDAYS: 27 days rising to 29 days after 5 years service, rising to 33 days after 10 years service.

PUBLIC HOLIDAYS: 8 local/ Public Holidays per annum

REHABILITATION OF OFFENDERS CLASSIFICATION: The ‘exemption’ status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from the Criminal Records Bureau at a later date, should a post’s status change, or if they are transferred or promoted into a post that is exempt.

SMOKING POLICY: There is a ban on smoking at the workplace.

SUPERANNUATION: Under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be contractually enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below:-

<table>
<thead>
<tr>
<th>Tier</th>
<th>Annual Pensionable Pay (Full Time Equivalent)</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to £15,278</td>
<td>5%</td>
</tr>
<tr>
<td>2</td>
<td>£15,279 to £21,175</td>
<td>5.3%</td>
</tr>
<tr>
<td>3</td>
<td>£21,176 to £26,557</td>
<td>6.8%</td>
</tr>
<tr>
<td>4</td>
<td>£26,558 to £48,982</td>
<td>9%</td>
</tr>
<tr>
<td>5</td>
<td>£48,983 to £69,931</td>
<td>11.3%</td>
</tr>
<tr>
<td>6</td>
<td>£69,932 to £110,273</td>
<td>12.3%</td>
</tr>
<tr>
<td>7</td>
<td>£110,274 to any higher amount</td>
<td>13.3%</td>
</tr>
</tbody>
</table>

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme

The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.