



WORKFORCE DEPARTMENT

GIBRALTAR HEALTH AUTHORITY
ST BERNARD'S HOSPITAL

Job Description

JOB TITLE: Senior Dental Officer

REPORTS TO: Clinical Director- Dentistry

ACCOUNTABLE TO: Medical Director

LOCATION: Children' Health Centre
St Bernard's Hospital
Schools

MAIN DUTIES & RESPONSIBILITIES

GENERAL

- To provide routine & specialised dental services to patients.
- To provide emergency dental services within clinical competence.
- Liaising with referrers, carers, and other healthcare professionals.
- Coordinating care for patients with complex needs across service.

CLINICAL

- Provide dental services of expected clinical standard to patients in the surgery, during home visits, in residential facilities and other locations as may be specified.
- Respond to dental problems presented by patients, including history taking, examination, diagnosis, investigation, treatment and referral where appropriate.
- Provide appropriate dental health promotion, preventative dental care and advice to all patients within the context of primary dental health care.

- Clinical duties in relation to comprehensive dental screening, survey and treatment services, including emergency treatment for patients requiring Special Care Dentistry and Specialist Occasional Care. This may vary with time to meet changing needs. Dental Care may be provided from a variety of clinic premises, including mobile clinics and may involve domiciliary visits where appropriate. It is normal for this post to treat patients in wheelchairs using the wheelchair recliner, including bariatric patients, and to be able to use hoists. Provision of dental treatment under General Anaesthetic in and conscious sedation. Lead on and participate in screening programmes and epidemiological surveys, including planning, analysing and reporting findings.
- Build up a patient base, with commitment to total care for these patients, including follow-up, organised record-keeping and proactive efforts, where appropriate.
- Engage positively in the developing primary and secondary care information systems and contribute fully to the building up of a clinical database.
- Provide an on-call service and respond as required to major incidents. You will be advised if you are required to participate in the dentist on-call rota.
- Provide emergency cover for absent colleagues.
- Experience in organising, managing, and running dental clinics.
- Ensuring smooth day-to-day operations and patient flow.
- Oversight of dental nurses, therapists, and administrative staff.
- To undertake any other reasonable duties and responsibilities as requested by the GHA Management.

MANAGEMENT

- Assist the Clinical Director/Divisional Lead/Office of Medical Director in fulfilling the operational requirements of the Dental Department.
- Attend team meetings, advisory meetings and other meetings as may be required in the interests of patient care or the health service.
- Establish and maintain accurate, legible, organised and properly summarised clinical dental records.
- Provide free sickness certification and certification on the fitness for return to work.

- Develop clear systems of communication and referral arrangements.
- Leading a multidisciplinary dental team.
- Providing clinical supervision and mentoring to junior staff.
- Supporting performance reviews and professional development.
- Involvement in planning and improving dental services, especially for special care or community settings.
- Contributing to policy development, audits, and quality improvement initiatives.

ACADEMIC

- To practise clinical audit in dentistry and take responsibility for personal Continuing Professional Development.
- To contribute to the teaching of dental staff and to the continuing education of professional colleagues.
- To share responsibility for the supervision, training and professional development of staff working in the speciality.

HEALTH & SAFETY

- Employees must be aware of the responsibilities placed on them under the management of Health and Safety at Work regulations to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

RISK MANAGEMENT

- All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.
- Leading the team in medical emergency management.
- Organising training and resources for emergency preparedness.

CONFIDENTIALITY

- Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; is held for no purpose other than

for which it was obtained; is relevant to that purpose; is retained for no longer than necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 2004.

- The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Official Secrets Act 1911 and 1920.

GOVERNANCE AND COMPLIANCE

- Ensuring adherence to GHA regulations, infection control, and clinical governance standards.
- Familiarity with dental software systems (e.g., R4) and maintaining accurate records.

CONFLICT OF INTEREST

- The Gibraltar Health Authority is responsible for ensuring that the service provided for patients in its care, meet the highest standards. Equally, it is responsible for ensuring that staff does not abuse their official position for personal gain or to benefit their family or friends. Staff is not allowed to further their private interest in the course of their GHA duties.

SMOKING POLICY

- It is the policy of the GHA to promote health. Smoking is actively discouraged and is prohibited in most areas of the GHA, including offices, with the exception of designated smoking areas.

Due to the transformational agenda the GHA is going through, it is likely that the responsibilities of this post will evolve over time. The duties of the post holder will be subject to regular/appraisal and any amendments will be made in consultation and agreement with the post holder.

Signature of Post-holder.....Date.....

Signature of Medical Director Date.....

PERSON SPECIFICATION

<u>Essential Criteria</u>	<u>Desirable Criteria</u>
<u>Qualifications & Experience</u>	
Registered dental qualification	Registration on specialist list for
Full registration with GMRB/GDC	Special Care Dentistry/Paediatric
Minimum 3 years of experience working in a Primary Care dental setting.	Dentistry or equivalent experience
<u>Specialist Knowledge & Skills</u>	
Contemporary restoration methods	Under general anaesthetic or
& preventative strategies	conscious sedation
Excellent clinical skills	Special Care Dentistry
	Paediatric Dentistry
	General Anaesthesia case selection and management
<u>Complex Case Management Experience managing patients</u>	
Complex medical co-morbidities	
Learning disabilities	
Mental health conditions	
Physical disabilities	
Social or behavioural challenges	
<u>Emergency Preparedness:</u>	
Ability to identify and manage medical emergencies in a dental setting.	
Leadership in training and organizing emergency response protocols.	
<u>Experience providing care in non-traditional settings, such as:</u>	
Domiciliary visits	
Wheelchair-accessible clinics	
<u>Supervision and Team Leadership:</u>	
Supervising dental therapists and other team members.	
Providing treatment planning and clinical guidance	