

## **JOB DESCRIPTION**

**POST:** Dental Hygienist

**LOCATION:** Community Dental Services (CDS), Belfast Health & Social Care Trust

**GRADE:** Band 5

**REPORTS TO:** Dental Therapist

**RESPONSIBLE TO:** Assistant Service Manager, Dental Services.

### **JOB SUMMARY / MAIN PURPOSE:**

The post-holder will be a registered dental hygienist who will provide assistance, advice and care to dental patients to maintain their oral health by preventing and treating periodontal disease and promoting good oral health practice.

The dental hygienist will carry out dental hygiene treatments under the prescription from a dentist.

### **Main Duties / Responsibilities**

1. Follow the professional 'Scope of Practice' for Dental Hygienists as outlined by the General Dental Council.
2. Provide dental hygienist care to all Community Dental Service (CDS) patients as prescribed by a dentist. If required use professional judgement to vary the detail but not the direction of the prescription according to patient needs.
3. Obtain a detailed dental history from patients, evaluate their medical history, and carry out a clinical oral examination and related examinations within professional competency ensuring that care benefits the quality of patient treatment.
4. Complete periodontal examination and charting using indices to screen and monitor periodontal disease.
5. Recognise oral health conditions, devise treatment plans, plan the delivery of care with professional competence.
6. Take radiographs as prescribed; interpret films independently and in consultation with a CDS dentist.
7. Take intra and extra oral photographs, following the Trusts guidance on the storage of clinical information on patients.
8. Work as part of the multidisciplinary CDS team in liaison with CDS dentists, dental nurses, administrative staff, health promotion staff and others as required.

9. Liaise with CDS dentists over the treatment of caries, periodontal disease and tooth wear.
10. Carry out supra-gingival and subgingival scaling and root surface debridement using manual and powered instruments, polishing teeth.
11. Use appropriate anti-microbial therapy to manage plaque related diseases.
12. Adjust restored surfaces in relation to periodontal treatment.
13. Apply topical fluoride, medicaments and fissure sealants.
14. Administer infiltration and inferior dental block analgesia under prescription from a dentist.
15. Place temporary dressings and re-cement crown with temporary cement.
16. Take impressions and be competent in the use of all appliances to aid diagnosis and treatment of oral hygiene related conditions.
17. Provide care of implants and treatment of peri-implant tissues
18. Identify anatomical features , recognise abnormalities and interpret common pathology and report to dentist
19. Take responsibility for infection prevention and control in the clinic or clinical care setting as appropriate and adhere to Trust policy on infection prevention and control.
20. Carry out oral cancer / other screening.
21. Carry out hygienists care in the domiciliary and outreach settings.
22. Refer patients to other healthcare professionals as required.
23. Keep full accurate and contemporaneous patient records, utilise available IT systems to support documentation and record keeping.
24. Provide preventative oral hygiene advice to patients on a one to one basis or to groups as directed by the dentist.
25. Provide advice on smoking cessation and liaise with smoking cessation specialist advisors in the Trusts as required.
26. Ensure that accidents and incidents are appropriately dealt with and reported according to Trust policy.
27. Deal with patient complaints as appropriate and ensure that patients are informed how to complain formally if required.
28. Participate in team meetings, audit and governance programmes of the Trust.
29. Work with the Senior Dental Nurse in relation to instrument, stock and resource management.

30. Undertake ongoing profession update and comply with Trust mandatory training programme.
31. Participate in annual appraisal with line manager and clinical dental supervisor , identify training needs and development in line with the Knowledge and Skills Framework.
32. Ensure professional registration with the GDC is maintained annually and provide evidence of this to line manager.
33. Adhere to the Trusts dress code policy.

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

### **Records Management**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

## **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately ie. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

## **Values**

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

## **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

**Clause:**     ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

## **JOB SPECIFICATION**

**POST:** Dental Hygienist

**LOCATION:** Community Dental Service Clinics

### **ESSENTIAL CRITERIA:**

- Qualified Dental Hygienist with two full years practice experience within the last three years.
- Dental Hygienist, registered with the General Dental Council.
- Hold a diploma of Higher Education in Dental Hygiene (Dip HE).

### **Desirable**

1. A degree in Oral Health Science, Dental Therapy or Dental Hygiene.
2. Experience in the use of Microsoft Office products including Word, Excel and Power Point.
3. Ability to work as part of a team.
4. Ability to use own initiative.
5. Ability to identify problems and recommend appropriate solutions.
6. Effective planning & organisational skills with an ability to prioritise own workload.
7. Effective communications skills to meet the needs of the post in full.

### **VALUE BASED RECRUITMENT**

\* Values Based Recruitment is a process adopted by the Belfast Trust to attract and select employees on the basis that their individual values and behaviours align with those of the Trust and incorporating the Healthcare Leadership Model.

It focuses on the 'how' and 'why' people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

In answering the value based questions you have the opportunity to share examples of when you have demonstrated values relevant to the Belfast Trust.

## **Belfast HSC Trust Values**

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role: (Delete those values not being assessed for this role)



### **RESPECT & DIGNITY**

- Being respectful to others
- Showing compassion to those who are suffering
- Acting fairly and even-handed
- Acknowledging the good work of others
- Supporting others to achieve positive results



### **OPENNESS & TRUST**

- Communicating openly and consistently
- Listening to the opinions of others and acting sensitively
- Being trustworthy & genuine
- Ensuring that appropriate information is shared honestly



### **ACCOUNTABILITY**

- Taking responsibility for your own decisions and actions
- Openly admitting your mistakes and learning from them
- Using all available resources appropriately
- Challenging failures and poor practice courageously



### **LEADING EDGE**

- Actively seeking out innovative practice
- Participate in new approaches & service development opportunities
- Share best practice with others
- Promote the Trust as a centre of excellence



### **MAXIMISING LEARNING & DEVELOPMENT**

- Act as a role model for the development of others
- Continuing to challenge my own practice
- Fulfil my own statutory mandatory training requirements
- Actively support the development of others

The competencies required are detailed in the Healthcare Leadership Model available at <http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model/>. There is an expectation that the successful candidate will perform the following competencies at the level indicated:

**Leadership Dimension**

**Level required**

**Inspiring shared purpose**

**Leading with care**

**Evaluating information**

**Connecting our service**

**Sharing the vision**

**Engaging the team**

**Holding to account**

**Developing capability**

**Influencing for results**

**This post involves working in regulated activity with vulnerable groups. As such, post holders will be required to register with the Independent Safeguarding Authority.**

**NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.