

Job Description – Band 7

Job Reference:	
Job title:	Dental Therapist/Hygienist Educator Lead
Remuneration/Pay Band:	TBA equivalent to Agenda for Change 7
Contract type:	Fixed term 12 months
Employing organisation:	Hosted post/external secondment
Hours:	2 day a week
Location:	Role may require travel around SNEE ICS
Accountable to:	Regional Chief Dental Officers East of England
Responsible to:	Dental Educator Lead SNEE Training Hub

About SNEE ICB:

The NHS Suffolk and North-East Essex Integrated Care Board (ICB) plans and buys healthcare services for our population. This function is commonly referred to as ‘commissioning’.

To do this, we work within a budget of around £1.5 billion, which is set by NHS England, and work closely with local government and the NHS providers in our area. Our performance is judged by how well our local health and care system as a whole is working, including the health outcomes of our communities.

The ICB has delegated some authority to the three health and wellbeing alliances that operate in Suffolk and North-East Essex to act on its behalf. This is to ensure that the needs of smaller, local areas are addressed. The ICB remains accountable for all of its functions, including those it has delegated.

Local residents have a big role to play in the operation of the ICB. We rely on the experiences and perspectives of our communities to help shape our decision-making.

Our Constitution:

The NHS Suffolk and North-East Essex ICB’s Constitution is a legal document setting out the arrangements made to make sure the group meets its responsibilities for the people of Suffolk and North-East Essex.

The Constitution ensures integrity, honesty and accountability in the day to day running of the ICB. It also sets out to ensure that decisions are taken in an open and transparent way and that the interest of patients and public remain at the heart of the ICB.

Our Values:

Patient Centred

Whether a member of staff has a clinical or non-clinical role, is involved in direct patient care or is undertaking a supportive function, everyone in the organisation is making an important contribution to the patients' experience. In order for our staff to achieve this we will ensure that they receive a timely and appropriate induction and training opportunities, feel valued and are encouraged to make decisions.

Respect

People demonstrate respectful behaviours, listen and consider everyone's views and contributions, maintaining respect at all times and treating others, as we would expect to be treated ourselves regardless of role and seniority.

Enable Excellence

People who demonstrate this behaviour understand that they are responsible for doing the best that they can to improve and deliver services, internal and external to the ICB that will make a real difference to service users.

Integrity

People who demonstrate integrity are honest and fair. Their actions are consistent, as are their values, methods, measures, principles, expectations and outcomes.

Equality, Diversity and Inclusion:

The organisation is committed to promoting equal opportunities to achieve equity of access, experience, and outcomes and to recognising and valuing people's differences. This applies to all activities as a service provider, as an employer and as a commissioner.

Working for the NHS Suffolk and North-East Essex ICB:

We are committed to providing a supportive work environment where employees are able to work to the best of their abilities. We value professional development and care about health and wellbeing of our staff with many initiatives in place to make us an employer of choice and an organisation that employees are proud to be part of.

Job Summary

Suffolk and North East Essex Training Hub is looking for an experienced Dental Therapist/Hygienist with a passion for education and training to help build career pathways for the current workforce and create new and innovative placement opportunities to train and recruit future workforce.

As the dental Therapist/Hygienist lead for SNEE Training Hub, the postholder will work with a wide range of stakeholders including regional dental school, Higher Education Institutes (HEIs), the Office of the Regional Chief dental Officer and the Training Hub team to develop education, training and workforce initiatives to recruit and retain NHS dental professions within Suffolk and North East Essex. The aim being to increase access to NHS dental care for the local population.

SNEE Training Hub is entering its fifth year as an ICB hosted team focused on delivering an NHSE contract to provide education, training and placement support to primary care. The current focus is primary medical care. However, this knowledge, learning and skills can be extended to dental care and this post will provide clinical leadership to take these ambitions forwards.

The ability to ‘think outside of the box’ is crucial. A passion for education and training for existing staff and creating exciting placement opportunities, a desire to work in multiprofessional teams and develop new learning environments are core skills for this post.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

- The role supports the business in driving transformation as well as value for money.
- The role is designed to build a combination of subject matter expertise and technical skills to develop a strong service delivery.
- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

Structure and Key Working Relationships

Key Working Relationships

- To work with the East of England Workforce, Education and Training Dental Team to grow and develop education, training and retention of dental therapists, hygienists and nurses
- To work with SNEE Training Hub to grow and develop education, training and retention of dental workforce through the development of local initiatives. To explore the opportunities for multi professional learning with wider primary care colleagues
- To work with HEIs to innovate the delivery of dental therapy/hygiene programmes with a key focus to expand student placements
- To work with the Office of the Regional Chief Dental Officer to collaborate and develop the above relationships and strategies such that they will inform regional and national development plans as well.

Main Duties and Responsibilities

- To influence and lead relevant work streams to expand learner placements for dental therapy/hygiene students across Suffolk and North East Essex
- To influence and lead an expansion of dental practices to become learning organisations
- To lead and develop initiatives to support the recruitment and retention of dental professionals making Suffolk and North East Essex a preferred location to train and work
- To influence and lead relevant workstreams to engage with dental professionals on the benefits of developing multiprofessional teams to deliver patient care
- To work collaborative with Training Hub and system colleagues to develop and deliver new patient services that will enable Suffolk and North East Essex to deliver [Future Shift](#)
- To actively promote the SNEE Training Hub and engage the GP Workforce in its development.

Research and Development Responsibility

- Assist in the provision of information to support partners and the Training Hub on the role of wider dental professionals in delivering patient services

Freedom to act
• Works to general policies, has freedom to establish interpretation • Interprets national guidelines for organisation
Analytical and Judgemental Responsibility
• Complex facts or situations, requiring analysis, interpretation, comparison of a range of options/Highly complex facts or situations, requiring analysis, interpretation, and comparison of a range of options • Makes decisions on a range of complex/highly complex issues where there may be more than one course of action; interprets national guidance; expert in their field
Communication Responsibility
• To work with WTE, Dental Faculty, HEIs, Office of the Regional Chief Dental Officer and Training Hub to grow a thriving community of training practices and educators across Suffolk and North East Essex aimed at supporting recruitment and retention of Dental Therapist/Hygienists and the wider dental workforce • To work closely with Training Hub and system partners to support and grow dental workforce • To work with national, regional and local colleagues to deliver quality learner experiences • To work with wider colleagues to develop multi-disciplinary education, training and learning opportunities
Physical Effort
• Combination of sitting, standing, walking
Mental Effort
• Ability to work flexibly and under pressure, to multi-task and to negotiate with various teams from various organisations over plans and priorities • Concentration for administrative duties • Ability to translate written policies and protocols into pragmatic and workable processes • Manage interruptions
Emotional Effort
• Ability to value and respect all team members • Ability to be collaborative and inquisitive • Confidence to present or contribute in various meetings, events
Working Conditions
• Normal working conditions for office based staff

Patient client care
• Patient contact would meet the standards expected of dental bodies

General – Applicable To All Roles

Data Protection and Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GPDR) and must maintain strict confidentiality in respect of patient, client, and staff records.

Flexible Working

The organisation is committed to offering flexible, modern employment practices, which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered.

Health and Safety

Employees have a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

Infection Prevention and Control (IPC)

Employees have a responsibility to follow ICB infection prevention and control guidance and any IPC policies, guidance or requests made by any health or social care are they visit. Employees are expected to contact the ICB IPC team for any specific guidance, advice or professional perspective relating to IPC.

Information Management and Technology (IM&T)

All staff are expected to utilise the relevant national and local IM&T systems necessary to undertake their role.

Mobility

Employees may be required to work at any of the other sites within the organisation subject to consultation. The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to modification of structures and job descriptions. The post holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of your contract

Other Duties

The above is only an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by the ICB Chief Executive.

Reasonable Adjustments

The organisation is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Safeguarding Responsibilities

The organisation takes the issues of Safeguarding Children, Adults and addressing domestic violence very seriously. All employees have a responsibility to support the organisation in our duties by:

- attending mandatory training on Safeguarding children and adults.
- making sure they are familiar with their requirements and the organisation's requirements under relevant legislation.
- adhering to all relevant national and local policies, procedures, practice guidance (e.g., LSCB Child Protection Procedures and Practice Guidance) and professional codes.
- reporting any concerns to the appropriate authority.

Smoking and Health

The organisation has a no smoking policy throughout its premises, including buildings and grounds.

Person Specification

Supporting Evidence:

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	Qualified dental Therapist/Hygienist registered with General Dental Council	✓	Knowledge of current NHS Quality Improvement Methodology	A/C
	Knowledge of dental therapy training programmes and HEI delivery models	✓	Understanding of HEI programmes and placement challenges	A/I
	Experience of being an Educator		Knowledge and experience of working with HEIs and education providers	A/I
	Evidence of continuing professional development	✓	Knowledge and experience of developing and expanding capacity of high quality clinical learning placements.	A/I
	Knowledge of current workforce challenges in dentistry	✓		
Communication Skills	Ability to provide and receive highly complex, sensitive or contentious information, negotiate with key partners	✓		A/I

	Negotiate on difficult and controversial issues including performance and change.	✓		A/I
Analytical	Problem solving skills and ability to respond to sudden unexpected demands	✓		A/I
	Ability to interpret complex facts and situations and develop a range of outcomes	✓		A/I
	Takes decisions on difficult and contentious issues and seek guidance when appropriate	✓		A/I
	Strategic thinking – ability to anticipate and resolve problems before they arise	✓		A/I
Management Skills	Must be able to prioritise own work effectively and be able to direct activities of others.	✓		A/I
Equality and Diversity	Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices, but also in relation to management systems in the area	✓		A/I
Other	Passions for and belief in Dental services	✓		A/I
	Demonstrable commitment to and focus on quality education for dental workforce promoting high standards to consistently improve training and resilience in the workforce to improve patient outcomes	✓		A/I
		✓		A/I
	Values diversity and difference, operates with integrity and openness.	✓		A/I
	Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	✓		A/I
	Seeks opportunities to innovate	✓		A/I

	Actively develops themselves and others. Understanding of and commitment to equality of opportunity and good working relationships.	√		A/I
*Assessment will take place with reference to the following information A=Application form I=Interview T=Test C=Certificate				

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs and after consultation with the post holder