



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	CONSULTANT DENTAL SURGEON
JOB GRADE:	MDG/DS IV
DIVISION:	REGIONAL HEALTH AUTHORITY / HOSPITAL DENTAL DEPARTMENT
BRANCH:	N/A
UNIT:	ORAL HEALTH SERVICES
REPORTS TO: (DIRECTLY)	REGIONAL DENTAL DIRECTOR (Professionally) THE SENIOR MEDICAL OFFICER (Hospital Dental Consultant)/
(INDIRECTLY)	PARISH MANAGER
MANAGES: (DIRECTLY)	SECRETARY
(INDIRECTLY)	PARISH DENTAL SURGEONS DENTAL SURGEON SPECIALISTS

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE
DESCRIPTION OF THE JOB AS SIGNED BELOW

Employee

Date

Head of Department/Division

Date

Received in Human Resource Division
created/revised

Date

JOB PURPOSE:

The Consultant Dental Surgeon is a Specialist Dentist and the leader of the Clinical Team who is competent by reason of his training and qualifications to undertake full responsibility for the clinical care of patients in professional matters without supervision by any other person. The Dental Public Health Consultant may have equivalent responsibilities with regard to team leadership, and specialist advice and opinion, but this will be of a non-clinical nature, and may have a greater contribution to management and operative care.

Policy Statement: The Primary Purpose of the Consultant Dental Officer /Surgeon is to provide expert advice and assistance to the office of the RDD in oral health services planning, organizing, developing and directing of operations in the Region. The Consultant Dentist offers specialist opinion to general practitioners and other colleagues and advises management on the efficient and smooth running of oral health services in the area of their specialty.

This position carries 'Administrative and Technical' oversight for Dental & Oral Health Services in the Parish and specialist services in Primary and Secondary/Tertiary Care. This position provides Expert Dental Services in the area of specialty and supervises all categories of dental personnel below this grade, providing guidance and specialist consultations to dental health care workers and other members of the health team

KEY OUTPUTS

- 1) Clinical:
 - a) Out-patient consultation/investigation/diagnosis
 - b) Treatment/Operating elective/emergency as ambulatory/day-care/in-patient
 - c) In-patient (where appropriate) continuing clinical management

- 2) Managerial:
 - a) Operational Plan Developed
 - b) Clinical Reports completed
 - c) Monthly, Quarterly and Annual Reports prepared and submitted
 - d) Data Analysis Conducted
 - e) Norms and standards developed
 - f) Oral Health Programmes developed
 - g) Expert advice provided
 - h) Intersectoral Collaboration
 - i) In-service Training Conducted

3) Audit and Clinical Governance:

- a) Unit
- b) Inter-disciplinary
- c) Regional
- d) College
- e) National (e.g. Clinical Standards Advisory Group and Clinical Excellence)

4) Research:

- a) Research and development funding at local level
- b) Clinical trials: local and national
- c) Evaluation of new interventional techniques

5) Communication with:

- a) Patient
- b) Relatives
- c) General dental/medical practitioner
- d) Nurses/Dental nurses
- e) Technician
- f) Other agencies, including Professionals Complementary to Dentistry / Professions Allied to Medicine

KEY RESPONSIBILITY AREAS

1) Patient Care:

- Plays a key role in the provision and delivery of service which involves advice, treatment, treatment in conjunction with the referring practitioner and second opinions.
- Service Delivery: Acceptance of referrals for advice and management
- Treatment: via teams aimed at patients needing secondary or tertiary care.
- Integrated and multidisciplinary care: For patients requiring multidisciplinary team management to optimize the clinical outcome.
- Interaction with other providers of care to optimize service delivery and patient care eg General Dental and Medical Practitioners, Dental Care Professionals, other health care providers

2) Education:

- Plays an essential role in the education and training of all dental professionals. In particular in the education/training and clinical supervision of the following groups of hospital junior colleagues:
 - j) General Professional Trainees - as hospital-based educational supervisor for newly qualified colleagues undertaking a two year programme of training in primary and secondary care; also delivering education, training and clinical supervision for them.
 - ii) Senior house officers (SHOs) - as the educational supervisor and takes the overall responsibility of ensuring that the training fulfills the curriculum requirements.
 - iii) Specialist / Specialty Registrars: - as clinical or educational supervisors working together with the Training Programme Directors (TPD) to ensure that the training programme fulfils the training requirements and meet the competency based curriculum requirements by ensuring that appropriate appraisals and assessments are undertaken in a timely manner.
- Delivering clinical advice and support, consultants will provide education for the following:
 - i) Primary care dentists in general practice: may involve distance and blended learning courses.
 - ii) Dental care professionals (DCPs):, such as dental therapists, dental hygienists and dental nurses
 - iii) Other Consultants and Specialists: Speciality training in Endodontics, Periodontics, Orthodontics, Prosthodontics, Oral Surgery, Paedodontics, Oral & Maxillofacial Radiology, Oral Pathology, Dental Public Health, other sub-specialties such as Restorative Dentistry and Dental Implantology delivered both in Primary Care facilities and hospital units.

3) Research:

- i) Work to drive forward the research agenda within the NHS and Universities. The key areas of interest that a consultant will be expected to lead are:
 - Disease prevalence and the demand on services
 - Evaluating the clinical outcomes of treatment

- -Developing new strategies for improving and managing restorative problems
- Linking basic science to the clinical environment
- Patient reported outcome measures

4) Support and advice to primary care dental services:

- Professional leadership to Primary Health Care and dental specialists in delivery of Oral Health Services
- Working towards developing an 'Integrated Oral Disease Prevention modality' and a clinical care network to improve the effectiveness and delivery of oral health care

5) Management:

- Working with health care managers inclusive of Parish Managers to develop efficient pathways for patient care
- Working with managers and finance teams to develop and deliver cost effective strategies for the provision and delivery of oral health care
- Improve awareness and understanding of the scope of Oral and Dental Care alongside the treatment needs of patients
- Promote the awareness of Oral Health Care in the wider arena nationally and its importance in the context of quality led patient care
- Managing and developing professional and Dental Auxiliary staff

6) Quality Assurance

- Lead on quality assurance (clinical governance) locally and nationally
- Lead on Clinical Effectiveness and Audit to help drive service delivery and outcomes
- Ensure that clinical guidelines established by the MOH are implemented and acted upon
- The consultant may also become involved in guideline development at the Regional or National level

6) Working with other professionals across disciplines:

- Offering advice and support to health professionals in other disciplines across dentistry and medicine including general medical practitioners, health visitors and other health professionals
- Working with private practitioners, NGOs, FBOs and Multinational Organizations to deliver quality assured oral health services.

7) Political:

- Development of oral health care strategies with a focus on the delivery of Oral Health Services at local, regional and national level
- Influencing measures to improve oral health services
- Acting as advocates for patients to ensure that their oral health needs are adequately met
- Working with the leaders of health care delivery to ensure that the remit of Oral Health Services is known at local and national levels

8) Professionalism:

- Lead recertification of the Dental teams
- Maintain an up to date record of professional development and CPD
- Provide evidence of standards of clinical practice by participating in annual appraisal and job planning
- Lead on external peer reviews and undertake appraisals
- Become examiners for the Dental Council of Jamaica and Tertiary dental institutions
- May be required to act as an Expert Witness for the Court
- Secure positions on committees locally and nationally

PERFORMANCE STANDARDS

- Consistently displays 'High Ethical, Professional Standard' in conformance with the professional code.
- Effectiveness and Efficiencies in the provision of Clinical Training and supervision
- Exceptional Clinical Judgment that conform with the Professional norms
- Clinical and Administrative Reports is technically accurate, comprehensive, complete and delivered on a timely basis.
- Monitoring visits are conducted as targeted, utilizing designed monitoring instrument.
- Advice given is effective (technically sound).
- Norms and standards developed are consistent with international standard
- Deadlines are consistently met.
- A high level of performance is consistently demonstrated

REQUIRED COMPETENCIES

CORE

- Ability to exercise tact, understanding, initiative and resourcefulness.
- Ability to work cooperatively with others as a part of a team.
- Ability to communicate effectively orally and in writing and at all levels.
- Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee and leader
- Time management skills
- Good negotiating, counseling and interpersonal skills
- Good analytical and reasoning skills
- Good planning and organizing skills
- High degree of initiative

- Ability to set and maintain professional standards and maintain satisfactory working relationships.
- Computer literacy

FUNCTIONAL

- Sound knowledge of National Health Policy.
- In-depth knowledge of concepts, theories and techniques related to oral health
- Knowledge of the Dental Act and Regulations
- Knowledge of trends and development in Dentistry
- Knowledge of Research methodology
- Knowledge of management principles and practices
- Knowledge of cultural norms and how they impact on oral health.
- Ability to establish and maintain harmonious working relationships with a wide range of professional groups and organizations, locally and internationally.
- Good inter-agency and community relationships

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Doctor of Medical Dentistry or its equivalent
- Postgraduate training in a Dental Specialty; **plus**
- Four years experience in area of specialty

SPECIAL CONDITIONS

- Employee must be available to travel locally and overseas when necessary.
- Employee must respond to emergency dental conditions
- Exposure to highly confidential and sensitive information
- To work beyond normal working hours

AUTHORITY

- To provide Expert Advice in field of specialty
- Clinical leader in his/her field
- To represent the Ministry/RHA/Parish on matters related to Oral Health
- To recommend norms and standards for specialist service delivery.
- Authority to review special cases of professional misconduct when required
- Work independently and without supervision from other health practitioners

- Professionally accountable to the Regional Dental Director and administratively to the Senior Medical Officer (for Hospital based Consultant) and the Parish Manager
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Revised on 23/12/2015

First revised: 17/05/2002