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**Faculty of Science**

**Dental Academy**

# Dentist / Clinical Teaching Fellow

**ZZ602323**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Part Time

Permanent

Salary is in the range £41,760 - £51,831 (£52,200 - £64,789 X 0.8FTE) per annum. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.**The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Dentist Clinical Teaching Fellow 0.8 FTE (4 days per week) |
| **Grade:** | CG1 |
| **Faculty/Centre:** | Science  Dental Academy |
| **Department/Service:**  **Location:** | Dental Academy  William Beatty Building |
| **Position Reference No:** | ZZ602323 |
| **Responsible to:** | Clinical Director |
| **Responsible for:** | N/A |
| **Effective date of job description:** | July 2019 |

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| **Context of Job:** |
| To provide clinical teaching, supervision across all the undergraduate and postgraduate programmes. To deliver learning, teaching and assessment of students across all the undergraduate and postgraduate programmes. To undertake educational/clinical/research administrative duties and projects as appropriate. |

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| **Purpose of Job:** |
| To undertake teaching and clinical supervision.  This will principally involve teaching of undergraduate dental care professional (DCP) students and dental students in both a clinical, pre-clinical and classroom environment, but may also include other forms of teaching as undertaken on the relevant course(s) including CPD programmes and agreed with the Director of UPDA.  Participate in clinical and other service and university activities including recruitment activities as requested by the Director of UPDA.  To provide comprehensive dental care, as necessary, to patients attending the Dental Academy. |

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| **Key Responsibilities:** |
| The following provides a summary of the key responsibilities of clinical teaching fellows at the University of Portsmouth Dental Academy.  The Dental Academy offers a range of undergraduate and postgraduate courses and clinical teachers are expected to teach and supervise students from these programmes (*e.g.* dental nursing, dental hygiene and therapy, dental hygiene and dental students) during the delivery of high quality care to patients.  Clinical teachers may also be required to participate in supervision of Undergraduate Dental Students on outreach from KCLDI London in clinical, classroom based and community based activities.    The key responsibilities of this post are:   1. To supervise Dental Care Professional students and Dental students in the delivery of high quality care to patients, liaising with the appropriate clinician(s) to ensure that suitable clinical care for the patient is delivered in accordance with current national treatment recommendations. 2. Be responsible for the clinical care and safety of patients being treated by students. 3. Be aware of and ensure the maintenance of all clinical guidelines and clinical governance procedures of UPDA relating to patient care. 4. To ensure students follow the clinical governance regulations and operating practices of UPDA. 5. Be responsible for the teaching, assessment, feedback, monitoring and progress of undergraduate and postgraduate students under your nominated supervision.  Teaching may include lectures, seminars, tutorials, clinical skills teaching and clinical teaching with patients and supporting students on community placements. 6. Ensure, by working in practice teams, the clinical competence and attainment of the assigned student body, implementing actions where appropriate. 7. Treat/support the treatment of patients of the Dental Academy and plan patient care at a suitable level for undergraduate teaching. 8. To network and communicate effectively with other clinical teachers within UPDA and other staff of UPDA and other departments with whom students and patients may require direct contact. 9. Support the successful attainment and delivery of operational targets against the Dental Academy’s contractual responsibilities and requirements. 10. Foster links with local bodies, organisations, committees and Trusts to ensure a cohesive relationship between the Dental Academy and the local community.  This may include support for the co-ordination and quality assurance of practice placements. 11. To actively participate in University recruitment activities such as open days, and support students and department in other activities including recruitment and global engagement. 12. To carry out duties in a manner that supports the University of Portsmouth Equal Opportunities Policy, and to ensure that the working and learning environment is free from bias or harassment. 13. Any other duties as assigned by the line manager and the Director.   This appointment is subject to your continuing registration with the General Dental Council and to your holding continuing and appropriate personal indemnity (non-employer indemnified post).  Alternatively you will have the opportunity to join a partially funded group indemnity scheme managed by the University.  This appointment is subject to your applying for and obtaining an enhanced DBS disclosure and occupational health clearance.  This appointment is subject to your providing evidence that you have completed and recorded CPD and that you continue to complete and record CPD in line with statutory requirements.  Your continued employment is subject to on-going self-certification of your eligibility against all of the above criteria. |
| **Working Relationships:** |
| Director                                                                       Clinical Directors  Course Leaders                                                          Personal Tutorial Leads  Course Team                                                              Principle Lecturers  Line manager  Patient Administration Team                                  Technicians  Faculty Learning and Teaching Coordinator         Associate Dean Students  Faculty Widening Participation Coordinator        Associate Dean Academic  Associate Dean Research  Dean |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Up-to-date knowledge of the duties of the dental team within the NHS and an appreciation of ‘Direct Access’ arrangements for DCPs (in accordance with the relevant Scope of Practice). | E | S |
|  | Appreciation of all aspects of clinical and informational governance. | E | S |
|  | Post qualification experience as a registered Dentist. | E | AF |
|  | Current clinical experience working as a dentist | E | AF |
|  | Recent experience of working with Dental Hygiene/ Therapists. | D | AF,S |
|  | Knowledge of Higher Education procedures and practices. | D | S |
|  | Clinical teaching experience particularly in a Higher Education establishment. | D | AF, S |
|  | Appreciation of the professional and political influences that inform the primary care dental setting. | D | S |
| **2.** | **Skills & Abilities** |  | S |
|  | Ability to work to high clinical standards | E | S |
|  | Ability to work effectively as a member of the wider dental team | E | S |
|  | Excellent patient management skills | E | AF,S |
|  | Ability to work flexibly and innovatively | E | S |
|  | Highly developed interpersonal skills and an ability to communicate well in written and spoken English | E | AF, S |
|  | Ability to use Word, PowerPoint, Excel and access web-based resources | E | S |
|  | Ability to coordinate the work of others | E | S |
|  | Counselling skills | E | S |
|  | Teaching skills | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Full registration with the General Dental Council enabling practice as a Dentist within the UK | E | AF |
|  | CPD portfolio in accordance with General Dental Council criteria | E | AF |
|  | DBS Check | E | AF |
|  | Postgraduate Certificate in Learning and Teaching in Higher Education or equivalent qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Continuing registration with the General Dental Council and continuing CPD portfolio. | E | AF |
|  | DBS and occupational health clearance, which is to be kept current. | E | T |
|  | An appropriate level of personal indemnity (not employer indemnified) which will be renewed annually. | E | AF |

**Legend**

Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) | √ |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) | √ | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | √ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation   √ | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  √ | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Sophie Dampier |
| **Date** | July 2019 |
| **Extension number** | 5917 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.