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**Faculty of Science**

**Dental Academy**

**Dentist/Clinical Teaching Fellow**

**ZZ600513**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Part Time

Permanent

Salary is in the range £22,158 - £27,502 (£55,395 - £68,755 x 0.4 fte) 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.

The appointee will be eligible to join the NHS Pension Scheme, provided that he/she was a member of that scheme within 12 months of taking up appointment at the University of Portsmouth. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependents’ benefits. Contributions by the employee are tax free.

If the appointee has not been a member of NHS Pension Scheme they will be entitled 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.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information 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 0.4 FTE (2 days per week) |
| **Grade:** | CG1 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:**  **Location:** | University of Portsmouth Dental Academy  William Beatty Building |
| **Position Reference No:** | ZZ600513 |
| **Responsible to:** | Clinical Director |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2021 |

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| **Context of Job:** |
| The University of Portsmouth Dental Academy is responsible for the undergraduate and postgraduate dental education for Dental Care Professionals and Dentists. We aim to improve the quality of patient care by ensuring our graduates are educated, trained and motivated to take their place in a modern evidence-based health service.  We work closely with our partners in Higher Education (King’s College London), the NHS and Public Health to drive forward dental education and research. |

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| **Purpose of Job:** |
| To undertake teaching and clinical supervision across all programmes and lead in the area of either paediatric dentistry or periodontology.  To co-ordinate and contribute to the design and delivery of undergraduate and postgraduate programmes to respond to students’ needs. To coordinate the work of colleagues and act as a team member to participate in teaching, scholarship, research and knowledge transfer in accordance with the Dental Academy/Faculty objectives.  Participate in clinical and other service and University activities including staff clinics, recruitment and community activities.  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. Treat/support the treatment of patients of the Dental Academy and plan patient care at a suitable level for undergraduate teaching. 3. Be responsible for the clinical care and safety of patients being treated by students. 4. Be aware of and ensure the maintenance of all clinical guidelines and clinical governance procedures of UPDA relating to patient care. 5. To ensure students follow the clinical governance regulations and operating practices of UPDA. 6. To lead in the area of either paediatric dentistry or periodontology including coordinating the periodontal or paediatric aspects of the undergraduate programmes and future postgraduate programmes. 7. Design, deliver, review and update modules as Module Co-ordinator for undergraduate and/or postgraduate modules. 8. Develop teaching materials, methods and approaches to teaching relating to taught modules in, for example clinical and evidence-based practice and contribute to the preparation, delivery and assessment of taught modules. 9. Coordination of teaching with that of others; ensuring teaching material is current, setting and marking assessments; ensuring the verification of marks by other tutors and participating in verification of others’ marks (where appropriate); and attending relevant assessment boards (Assessment Panels). 10. Contribute to and where appropriate lead continuing development of the curriculum, including proposing new modules and active participation at subject group meetings. Ensure teaching material, methods and approaches are current through active research/innovation. 11. Act as a personal tutor to students to provide first line support and acting as a mentor when required. 12. Take part in marketing activities including preview/open days, outreach, admissions and recruitment. 13. Act as a mentor to colleagues within the department. 14. Undertake academic course-related administrative tasks, including attendance at Boards of Studies and Examination Boards, as appropriate. 15. Have a proactive approach to identifying own development needs and engaging in development programmes to address these needs. 16. Ensure the successful implementation and evaluation of the Dental Academy Strategic Plan and governance strategies. 17. Support the successful attainment and delivery against the Dental Academy’s professional and contractual (NHS, GDC, CQC) responsibilities and requirements. 18. Link with local bodies, organisations, committees and Trusts to ensure a cohesive relationship between the Dental Academy and the local community. 19. To communicate with team members and liaise and network with relevant others, to ensure effective working relations. 20. To participate in and contribute to a performance & development review (PDR), ensuring that work is produced is in line with the Department/Faculty/University aims. 21. To comply with the University’s Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management. 22. To support the University’s commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 23. Any other duties commensurate with grade as required by your line manager or 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. |

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| **Working Relationships:** |
| Head of Department (Director) Business Manager  Clinical Directors Patient Administration Team  Associate Head (Education) Technical Manager  Associate Head (Students) Clinical Teaching Fellows  Associate Head (GEEP) KCL Clinical Teachers  Course Leads  Module Co-ordinators |

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 |
|  | Special Interest in either paediatric dentistry or periodontology | E | AF, S |
|  | 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 |
| **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 |
|  | BDS | 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 |
|  | To undertake an Enhanced DBS check and occupational health clearance, which is to be kept current. | E | AF |
|  | 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.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) | √ |
| 1. Manual Handling (of loads/people) | √ | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation   √ | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and 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)** | Robert Seath / Latha Davda |
| **Date** | October 2021 |
| **Extension number** | 5364/5301 |

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.