

**Dental Hygienist**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Dental Hygienist (Grade Code: 3022) |
| **Campaign Reference** | NRS14777 |
| **Closing Date** | Monday 9th June 2025 at 12:00 Noon |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Primary Care Dental Services, Dublin South City & Dublin West**  There is currently one permanent part-time (0.5WTE) post available in Primary Care Dental Services, Dublin South City & Dublin West.  Initial base Meath Campus, Heytesbury St. Dublin 8  A panel may be formed as a result of this campaign for Primary Care Dental Services for IHAs Dublin South City West, Dublin South West and Kildare West Wicklow from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Dr Catriona Roe Principal Dental Surgeon  **Email**: [catriona.roe@hse.ie](mailto:catriona.roe@hse.ie)  **Telephone**: 01 7958159 |
| **Details of Service** | This service provides dental care to children under age 16, and adults with special needs. It is a preventatively orientated service with a strong focus on prevention and oral health promotion. The dental team consists of dentists, dental nurses, hygienists and administrative staff.  The area covered by the service extends from Dublin South City to Dublin West and staff can be assigned to any clinic in these areas, depending on service needs. |
| **Reporting Relationship** | The post holder will report to:   * The Principal Dental Surgeon and * The Senior Administrative Dental Surgeon |
| **Key Working Relationships** | The post holder will work as a part of a team of dentists, dental nurses, dental hygienists and administration staff and will liaise closely with medical, nursing and support staff in the organisation and delivery of primary dental care services. |
| **Purpose of the Post** | To work as part of a team providing a high quality dental service to eligible patients, and working closely with dentists, dental nurses and oral health promotion staff to deliver an optimum service to patients. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  Dental work carried out by a dental hygienist may only be carried out under the supervision of a registered dentist who has first examined the patient and who has indicated to the dental hygienist the course of treatment to be provided.  Subject to the foregoing conditions a dental hygienist is permitted to carry out the  following dental work:   * Cleaning and polishing of teeth. * Scaling of teeth (that is removal of tartar, deposits, accretions and stains from the areas of the teeth that are exposed or which are directly beneath the free margins of the gums, including the application of medicaments thereto). * The application to the teeth and or gums of appropriate prophylactic materials solutions, gel and sealants. * Giving of advice on oral health and dental treatment services to individuals or groups in consultation with the dentist. * Such other duties as may be directed from time to time by the dentist and which are approved by the Dental Council. * To provide a dental service within the parameters outlined above at the centres and times determined from time to time by the Chief Officer of CHO7 for patients eligible for dental services which CHO7 is or may be under the obligation to provide. * To provide a dental service within the parameters outlined above for patients admitted to any institution maintained by CHO7. * To direct and supervise the work of any Dental Nurse assigned to work with him/her. * To take radiographs if suitably qualified (i.e. registered with the Dental Council and have completed a Dental Council approved course in radiation protection and technique) in the practice of dentistry under the supervision of a registered dentist. * To administer the prescribed infiltration of local anaesthesia * To complete such records and supply such reports and other information as may be required by the Principal Dental Surgeon from time to time. * To attend meetings as may be determined by the Principal Dental Surgeon from time to time. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Education and Training**   * To participate as required in any preventative programme. * To attend training or refresher courses in dentistry (including dental public health) when required by the Principal Dental Surgeon.   **Health & Safety**   * Provide a high standard of safe practice for patient care. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   ***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.*** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application possess:**  **1. Statutory Registration, Professional Qualifications and Experience etc.**   1. Be registered in the Register of Dental Hygienists maintained by the Dental Council of Ireland or be entitled to be so registered.   **AND**   1. Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the office.   **2. Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **3. Character**  Each candidate for and any person holding the office must be of good character  *Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the Register of Dental Hygienists maintained by the Irish Dental Council* |
| **Post Specific Requirements** | Demonstrate depth and breadth of dental hygienist experience, as relevant to the post. |
| **Other requirements specific to the post** | * The post holder may be required to work in other dental surgery locations throughout CHO 7. * The successful candidate must demonstrate evidence of vaccination in relation to Hepatitis B. * Access to appropriate transport to fulfil the requirements of the role as post will involve travel between clinics |
| **Skills, competencies and/or knowledge** | ***Candidates must:***   * Demonstrate good professional knowledge of clinical dentistry, public dental health and oral health promotion and Office of Radiation Protection(ORP) of EPA guidelines (if relevant). * Demonstrate effective communication and interpersonal skills including the ability and willingness to communicate with people with special needs and children who may be anxious about dental treatment and their parents and/or carers. * Demonstrate leadership potential and team skills including the ability to work with multi-disciplinary team members. * Demonstrate good organisational skills particularly with respect to organising clinics and statistics and cooperating with IT programmes to collate information. * Demonstrate that he/she is self-motivated and can motivate others in the team to complete tasks on time, for example the collation of performance indicators. * Demonstrate knowledge of Infection Prevention and Control and Health and Safety Standards. * Demonstrate problem solving and decision making skills. * Demonstrate understanding and / or experience of the Dental Service. * Demonstrate evidence of computer skills relevant to the role.   dental services |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Dental Hygienist**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent** and **0.50 WTE.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post (as of 01/03/2025) is : €44,241 - €46,857 - €48,536 - €50,044 - €51,434 - €52,910- €54,435 - €56,000 - €57,771 - €58,708 - €60,338 - €61,746 - €63,180 **- €64,398LSI** (Pro Rata)  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **17.5** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)