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**Dental Surgeon, General**

**Máinlia Fiaclóireachta Ginearálta**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Dental Surgeon, General**  **Máinlia Fiaclóireachta Ginearálta**  (*Grade Code 1597*) |
| **Remuneration** | The salary scale for the post as at the 01/03/2025 is:  € 73,347 77,070 80,741 83,347 87,169 91,012 94,833 100,579 106,326 LSIs |
| **Campaign Reference** | SLPC2504 |
| **Closing Date** | Friday 16th May 2025 @ 12 Noon |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | HSE West & North West – South Donegal, Sligo, Leitrim & West Cavan  A panel may be formed as a result of this campaign for Primary Care Dental Services, Dental Surgeon, General in Sligo/Leitrim HSE Dental Services, from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Dr. Aisling O Neill,  Principal Dental Surgeon,  Email: [aisling.oneill@hse.ie](mailto:aisling.oneill@hse.ie)  Tel: 087 1608353 |
| **Details of Service** | HSE Dental Service provides oral health care, emergency and routine dental services to the eligible population of children under 16 years and adults with special needs. These services include emergency and routine dental care, oral health promotion, dental care to special needs groups, and public dental health services.  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. |
| **Reporting Relationship** | The post holder will report to the Senior Dental Surgeon Admin and to the Principal Dental Surgeon |
| **Key Working Relationships** | The GDS works closely with colleagues on the dental team, other general dental surgeons, senior dentists, dental hygienists and dental nurses. The unit also works closely with colleagues in Primary Care and with hospital colleagues including colleagues in Sligo University Hospital and Dublin University Dental School. The Department works closely with HSE Orthodontic consultants and specialists and with local Maxillo- facial consultants |
| **Purpose of the Post** | The purpose of the post is to provide clinical dental services to eligible patients. |
| **Principle Duties and Responsibilities** | **Professional / Clinical**  *The Dental Surgeon, General will:*   * Provide a comprehensive range of dental treatments including restorations, extractions, endodontic treatments, fissure sealing, preventive measures, management of traumatised teeth etc, for all eligible patients on a targeted basis. * Provide a comprehensive dental service for eligible patients at Health Centres/for patients admitted to any facility maintained by the Health Service Executive/other locations at times determined by the Health Service Executive. * Provide domiciliary dental care * Be responsible for the organisation and implementation of and participation in school screening programmes. * Participate as required in any preventative programme(s) * Participate in dental health surveys for epidemiological purposes * Organise and participate in health promotion and oral health education initiatives * Provide an emergency dental service if so required * Direct and supervise as required any existing auxiliary dental staff * Assist the Principal Dental Surgeon in the general guidance of Clinical Dental Surgeons (Grade I) * Provide dental treatments to patients under General Anaesthetic. * As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. * As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a Designated Officer in accordance with Section 2 of the Act.  You will remain a Designated Officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.   **Health & Safety / Risk Management**  *The Dental Surgeon, General will:*   * Be responsible for the implementation of infection control procedures, protocols and standards. * Be responsible for the maintenance of health, safety and welfare at work practices and procedures. * Comply with quality, audit and risk management requirements including the prevention and control of health care associated infections. * Be responsible for the implementation of the Radiological Protection Institute of Ireland Code of Practice. * Attend mandatory, statutory and other training courses as directed by the Principal Dental Surgeon or designated officer. * 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education & Training**  *The Dental Surgeon, General will:*   * Attend training or refresher courses in dentistry (including dental public health) as required by the Principal Dental Surgeon or designated officer. * Supervise and train Clinical Dental Surgeons (Grade 1), Vocational Dental Practitioners, Dental Hygienists, Dental Nurses and others as appropriate. * Partake in Continuing Professional Development and achieve the required CPD points as mandated by the Dental Council of Ireland.   **Administration**  *The Dental Surgeon, General will:*   * Complete such records and supply such reports and other information as required by the Principal Dental Surgeon / designated officer. * Attend meetings as may be determined by the Principal Dental Surgeon or designated officer * Use health information systems and computer technology   **The above Job Specification 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:**   1. **Professional Qualifications, Experience, etc.** 2. Hold a Degree, Licence or Diploma in Dental Surgery / Dental Science;   **and**   1. Be registered in the Register of Dentists for Ireland or be entitled to be registered;   **and**   1. Have had, since becoming eligible under paragraph (a) above, at least one years’ satisfactory experience in the practice of dentistry;   **and**   1. Possess a high standard of professional knowledge and ability (including a high standard of suitability) for the proper discharge of the duties 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.   1. **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 Dentists for Ireland maintained by the Dental Council of Ireland*. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience of dental services, public or private. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  **Knowledge/Professional Knowledge**   * Demonstrate good professional knowledge of clinical dentistry, public dental health and oral health promotion and EPA guidelines. * Demonstrate good knowledge of the HSE Organisation and the aims of its dental service, Public Dental Health, Health Promotion, relevant legislation and the external environment. * Demonstrate a commitment to providing a quality service through use of knowledge and experience. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, email, and practice administration systems.   **Planning & Organisational Skills**   * Demonstrate effective planning and organising skills including awareness of resource management and importance of value for money. * Demonstrate good work management skills particularly with respect to organising clinics and statistics and cooperating with IT programmes to collate information.   **Leadership & Team Working Skills**   * Demonstrate the ability to work individually and as part of a multi-disciplinary team, especially with different grades of staff within the dental service. * Be self-motivated and demonstrate the ability to motivate others in the team to complete tasks on time, for example the collation of quarterly performance indicators. * Demonstrate a commitment to providing a quality service; demonstrates flexibility and openness to change.   **Decision Making & Problem Solving Skills**   * Demonstrate the ability to analyse information and make effective decision and solve problems in a timely manner.   **Communication/Interpersonal Skills**   * Demonstrate good communication skills, both verbal and written and demonstrate the necessary presentation skills to delivering complex information in understandable terms. * Demonstrate excellent interpersonal skills; the ability to empathise with others, treating others with dignity and respect; the ability to develop and maintain close links with patients, their family/guardian and relevant others ensuring a partnership approach to service delivery. * Have a flexible nature and have the ability to develop and maintain close links with the services users, family/guardian ensuring a partnership approach |
| **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** | CPL will run this campaign on behalf of the HSE in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <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. | |

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**Dental Surgeon, General**

**Terms and Conditions of Employment**

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| **Tenure** | The current multiple vacancies available are **permanent** and **whole time.**  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 at the 01/03/2025 is:  € 73,347 77,070 80,741 83,347 87,169 91,012 94,833 100,579 106,326 LSIs  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 working week applying to the post is to be confirmed at Job Offer stage. |
| **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-2), 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-3). * 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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€70,373 as at 01.10.2022) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>.  . |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)