

**Healthcare Inspectorate Wales (HIW)**

**Clinical Dental Lead**

**Applicant Guidance**

**Contents**

**HIW’s responsibilities 2**

**Role details and requirements 3**

**Fees and Expenses 6**

**Application Process 7**

**HIW’s Responsibilities**

Healthcare Inspectorate Wales (HIW) is the independent inspectorate and regulator of healthcare in Wales. HIW operates an annual programme of dental inspections, covering private, NHS, and mixed practices. Inspections may also be conducted at His Majesty’s Prison sites across Wales.

HIW checks how dental practices are meeting the Health and Care Quality Standards 2023. Any dentist registered with HIW to provide private dentistry will also be subject to the provisions of the Private Dentistry (Wales) Regulations 2017.

Where appropriate, HIW will consider compliance with the Ionising Radiations Regulations 2017, the Ionising Radiation (Medical Exposure) Regulations 2017 and any other relevant professional standards and guidance such as the General Dental Council Standards.

Dental Practice inspections are carried out by an inspection team, which consists of a HIW Healthcare Inspector and a Clinical Dental Peer Reviewer. Clinical Dental Peer Reviewers form part of the pool of peer reviewers that work for HIW.

To carry out this role, you must have the following:

* Bachelor of Dental Surgery (BDS/BChD) or equivalent
* Full and current General Dental Council (GDC) registration
* Substantive practice experience of at least five years – to include experience of General Dental Practice undertaken in the last three years.

Peer Reviewers are brought into review teams so that HIW can draw on credible current practice and experience. Peer reviewers help HIW to highlight concerns with Local Health Boards (LHBs) and other healthcare providers, to consider, address and subsequently improve the care that patients receive.

**Purpose of post**

The Clinical Dental Lead will play a vital role in providing expert professional advice and support in relation to the development, governance and delivery of HIW’s regulation and inspection of dental care in Wales. This includes providing professional leadership to the Dental peer reviewer cohort.

**Key Tasks**

* Providing HIW with professional advice / guidance as it develops Inspection Programmes for practice dentistry in Wales
* Professional leadership of the Dental peer reviewer cohort
* Contributing to the development and delivery of induction and training for clinical dental peer reviewers
* Providing training to HIW Inspectors where required
* Monitoring the performance of HIW’s clinical dental peer reviewers
* Developing and reviewing methodology to inspect dental practices across Wales
* Developing methodology to conduct and record annual appraisals for HIW’s dental peer reviewers
* Assessing a wide range of information from General Dental Practices in order to inform a risk-based approach to inspection planning
* Providing HIW with advice / guidance concerning both the promotion of good practice and the resolution of identified concerns within HIW’s remit
* Providing advice / guidance when HIW is considering taking enforcement action against dental practices that are in breach of regulations
* Acting as an ambassador for HIW and play an important role in promoting the work of the Inspectorate in relation to the inspection of dental practices in Wales. This will include proactive networking with key stakeholders such as the Welsh Dental Committee and attendance at the HIW Dental Stakeholder Review Group
* Review applications for the Clinical Dental Peer Reviewer role and assisting in the recruitment process more generally
* Undertaking the role of Clinical Dental Peer Reviewer if/when required including within Prisons.

**Person Specification**

The role of Clinical Dental Lead is a challenging one which demands professional credibility, the ability to question decisions in a non-adversarial but firm style, and excellent influencing and inter-personal skills. We are looking for dentists with a patient focussed approach, in-depth knowledge and experience of the provision of dentistry in a variety of settings.

It will be necessary for you to be able to balance the interests of the patients with those of the dental team at the practice. You must ensure that your actions are objective and maintain confidence in HIW as the inspectorate and regulator of healthcare in Wales.

You should have the ability to employ independent judgement and to justify decisions in the face of potential external pressures is essential.

We are particularly interested in candidates who can demonstrate an interest in and commitment to improving the quality and safety of dentistry provided to patients in Wales.

**Development opportunities**

The position of Clinical Dental Lead offers the successful applicant the opportunity to directly influence the way in which dental care is inspected and regulated in Wales.

The Clinical Dental Lead will play a key role in ensuring that HIW’s inspection and regulation methodology is effective and that there is a skilled team of clinical dental peer reviewers in place.

**Essential Criteria**

* Bachelor of Dental Surgery, BDS/BChD or equivalent
* Full and current GDC registration
* Substantive practice experience of at least 5 years – to include experience of General Dental Practice undertaken in the last 3 years
* Demonstrate compliance with GDC requirements for Continuing Professional Development (CPD), including IR(ME)R update training undertaken in the last five years
* Previous experience in a management role
* Evidence of management of fellow dentists including performance appraisal
* High-level of diplomatic, influencing and persuading skills
* Excellent drafting skills including experience of producing reports
* Excellent interpersonal, communication and listening skills
* Substantive knowledge of, and adherence to, professional standards and regulatory requirements
* Demonstrable commitment to equality and diversity
* Availability to work at least 15 days and up to 20 days per annum (this is not a guarantee of work, and you may be asked to work with us more than this according to business need)
* Knowledge of the objectives and priorities of HIW
* Must be available to provide timely clinical advice on an ad hoc basis.

**Desirable Criteria**

* Breadth of dental practice in a variety of settings
* Registered postgraduate qualification and/or on GDC specialist list
* On the Dental Performers List
* Experience of training other dentists
* Experience of working across the profession and with professional groups and organisations
* Welsh language skills.

**Duration of Appointment**

The appointment will be for a period of three years and will be subject to an annual performance appraisal and continuing evidence of meeting the essential criteria for the role.

**Disclosure and Barring Service Check**

It is HIW’s policy to ensure that you are subject to an enhanced Disclosure and Barring Service (DBS) check. HIW will request a DBS check for the successful applicant.

**Fees and Expenses**

A fee is payable for the Clinical GP Lead at the rate below. Travel and subsistence expenses are reimbursed in line with the guidance below. All Fees and expenses must be submitted to HIW on a monthly basis for authorisation.

Fee payable to Clinical Dental Lead (per day) £600

Fee payable to Clinical Dental Lead whilst

undertaking the role of a Clinical Dental Peer Reviewer (per day) £375

**Travel & Subsistence Rates**

These will be reimbursed according to the rates applicable to Civil Servants.

**Motor Mileage Allowances**

This will be paid at the standard rate applicable to Civil Servants.

In order to claim mileage allowances, the driver must ensure that they have adequate insurance taken out on the vehicle. The level of insurance required is Business Class.

Parking fees, tolls etc – will be reimbursed in full, providing receipts are attached to the expenses claim.

**Travel Time**

HIW will reimburse you for travel time in line with your daily fee rate. Please include the time spent travelling in the fee claim form. You should always ensure that your journey is arranged and carried out in the most cost-effective way.

**Overnight Accommodation**

This will be booked for you by HIW provided you live over one hour away from the setting and will include dinner, bed and breakfast.

Where possible lunch will be pre-arranged. However, if this is not practicable then a daily subsistence rate can be claimed in line with Civil Service Guidance.

**Rail and Air Journeys**

HIW will not reimburse first class travel. We are happy to arrange for the purchase of standard class tickets in advance of travel. HIW will reimburse the purchase of tickets against receipts provided with the expense claim.

**Application Process**

To be considered for this post you must send:

* A completed application form
* An up-to-date CV

A HIW panel will sift applications, and you will be notified of the outcome of that sift.

If you are successful at sift, you will be invited to interview.

**Appointment Process**

If you are successful at interview, then your appointment will be subject to:

* Receipt of two professional references
* Enhanced DBS check
* Satisfactory confirmation that you have not, at any time, being subject to any investigation or proceedings by the GDC concerning your fitness to practice
* Satisfactory confirmation of any conflicts of interest in accordance with HIW’s policy

Please return your application form together with your CV to: hiw.inspections@gov.wales

If you have any queries, please contact HIW on 0300 062 8163.