



## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

**JOB TITLE:** Dental Officer

**TEAM:** Health Services

**REPORTS TO:** Senior Medical Officer

**JOB PURPOSE:**

To operate and run the Ascension Island Dental Clinic providing professional dental services to the Ascension Island population. Whilst falling under the auspices of the Island Senior Medical Officer, the Dental Officer is the only dentist on Ascension Island and has relative autonomy in providing the service to island users.

**CLINICAL BACKGROUND:**

The Ascension Island Dental Clinic is situated in Georgetown close to the hospital. It is a single surgery facility with a large surgery / reception room, separate decontamination room, radiography / office, storeroom and dental laboratory. There is currently full-time support from a UK GDC registered dental nurse who also undertakes reception / administrative duties.

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### MAIN DUTIES:

1. Provision of routine general dentistry – examination, prevention, periodontics, paediatric dentistry, restorative (not including implant placement), endodontics, extractions and minor oral surgery, occasional crown and bridge and denture prosthetic work (including on-island denture repairs and additions)
2. Budgetary control and management of the Dental Clinic.
3. Ordering and procurement of Dental supplies and equipment.
4. Dental health education with emphasis on school children.
5. General management of the dental service.

### RESPONSIBILITIES:

1. Financial – total budgetary responsibility for the Dental Clinic.
2. Management – management of the Dental Nurse / Receptionist duties, and day-to-day running of the clinic.
3. Health & Safety – to ensure the clinic operates safely within current standards and guidelines.
4. Equipment – minor maintenance, procurement, servicing etc of all clinic plant and equipment.
5. Confidentiality – patient records etc.
6. Professional development – to monitor and ensure maintenance of CPD for both dentist and nurse.

## **PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes**

### **Essential**

- Bachelor of Dental Surgery, or equivalent.
- Minimum of 5 years post-qualification experience.
- Current registration with the dental professional body / authority / council in your country of residence or practice.
- Confident in carrying out a full range of general dentistry.
- Confidence, skills and knowledge to work independently, in a very remote location with no local dental colleagues.
- Ability to carry out basic laboratory work, casting models, vacuum splint construction, denture repair and additions.
- Able to communicate and relate well with patients of all backgrounds and ages, living in a very small community.
- Experience of managing a dental nurse / practice.

### **Desirable**

- There is currently no fixed orthodontic provision on the island; an interest in providing this service or simple removable appliance therapy would be useful but not essential.

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This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

**May 2022**