

**Agreement
between
The Health Service Employers Agency
(representing the Health Boards)
and
IMPACT
(representing Dental Nursing Staff)
on
The extension of Senior Dental Nurse posts
across the Health Boards**

May 2003

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1. Introduction

Agreement was reached between IMPACT and the HSEA on the establishment of a Working Group to finalise agreement between the parties on issues surrounding the introduction and extension of Senior Dental Nurse posts across the Health Boards. The Working Group was established in late 2002 and Terms of Reference for the Group were finalised in January 2003.

2. Terms of Reference/Methodology

2.1.

"The Working Group is to consider the fact that the parties (IMPACT, HSEA and the Department of Health and Children, have been engaged in discussions on foot of the Dental Health Action Plan." The union sought the introduction of a career structure including the creation of senior posts in recognition of specialist duties currently undertaken.... The Working Group will consider and make recommendations in relation to:

1. *A grading structure for Dental Nurses.*
2. *The number of senior posts.*
3. *Job descriptions for the grade of Dental Nurse and Senior Dental Nurse.*
4. *Training and education requirements for each entrant to these roles.*
5. *Ongoing education, training, and development requirements for the profession including relevant training for incumbent senior postholders.*

2.2.

In order to address the issues outlined in the Terms of Reference the following Methodology was adopted:

- Draw up questionnaire to be distributed to staff and employers as initial step in the process of profiling existing staff.
- Examine copies of existing job descriptions in each Health Board
- Validate the responses to the questionnaire through sample interviewing of staff and employers by a sub-group of the Working Group.
- Agree appropriate areas of service where Senior posts would be assigned, i.e.
 - Special Needs
 - Radiography
 - Oral Health

- Conduct bilateral meetings under chairmanship of C. Devine utilising the information gathered as a basis for a comprehensive agreement covering the grade.

2.3.

The Working Group consisted of representatives from the Department of Health and Children, the Health Service Employers Agency, IMPACT, Principal Dental Surgeons, the Directors of Nursing from both Dublin and Cork Dental Hospitals and Dental Nursing staff. The Working Group was chaired by Mr. Conal Devine.

2.4.

There were two preparatory meetings of the Working Group and three full plenary meetings from January 2003 until May 2003. The proposals outlined in this document emerged from the Working Group as a recommendation of the Chairman.

3. Job Description

The Job Description outlined below for the new grade of Senior Dental Nurse was agreed between the parties.

3.1. *Post of Senior Dental Nurse*

3.1.1. Purpose of Job –

1. To assist the Senior/Principal surgeons in planning, development, implementing and evaluating services throughout the dental areas by taking a lead role in Nurse administration, oral health, special needs, and other areas outlined in this job description in order to ensure the provision of an efficient and effective dental service.

2. To carry out clinical/surgery, reception, clerical/administrative duties as required.

3.1.2. Reports to –

1. Senior/Principal Dental Surgeon

3.1.3. Key Role/Responsibilities

- (I) To perform the duties appropriate to the post of Senior Dental Nurse including those set out hereunder.
- (II) To coordinate and manage personnel, resources and service delivery consistent with best practice.
- (III) To allocate specific tasks to the dental nurses in the dental area.
- (IV) Adopt a lead role in the development and implementation of initiatives required in the following areas:

Training and Development

- To assist in the ongoing training & development of trainee/dental nurses including induction.
- To participate in appropriate training & development relevant to the post of Senior Dental Nurse.

Quality Assurance

- To co-operate and be fully involved in the establishment and maintenance of improved standards and quality initiatives
- To initiate and participate in audit procedures and assist in the implementation of subsequent recommendations.
- To establish policies/protocols and ensure full compliance of all staff to universal/standard infection control procedures.

Special Needs

- To assist the dental surgeon in the delivery of all specific requirements of the special needs community, including treatment, organisation of clinics, arranging referrals and liaising with members of the dental team and carers/service providers.

Oral Health Promotion

- To assist in initiating, planning, developing, delivering and evaluating health promotion activities relevant to dental services.

Health & Safety/Risk Management

- To ensure compliance with all policies, procedures and legislation in relation to all aspects of health & safety and risk management.

Administration

- To have responsibility and accountability for all administrative type duties in the context of the overall provision of dental services.

3.1.4. Qualifications/Eligibility for Appointment

- Candidates for appointment must
 - (a) hold a permanent Health Board appointment as a Dental Nurse.
and
 - (b) be in possession of a recognised Dental Nurse qualification.
and
 - (c) have three years post Dental Nurse qualification experience.

4. Distribution of Senior Dental Nurse posts across the Health Boards

4.1.

On the recommendation of the Chairman, the distribution of Senior Dental Nurse posts is as outlined below. These figures are apportioned on the basis of the existing complement of dental nurses in each Health Board area. A single figure is given for the three Area Boards within the Eastern Regional Health Authority (ERHA). It should be noted that the complement of senior posts outlined for the ERHA is inclusive of the existing complement of Senior Dental Nurse positions in that area. These incumbent senior post holders will be assimilated on to the new scale from the date of the national introduction of the Senior Dental Nurse posts.

4.2.

Eastern Regional Health Authority	28 posts
Midland Health Board	7 posts
Midwestern Health Board	7 posts
North Eastern Health Board	7 posts
North Western Health Board	7 posts
South Eastern Health Board	8 posts
Southern Health Board	16 posts
Western Health Board	<u>6 posts</u>
Total	86 posts

5. Salary scale for Senior Dental Nurse Posts

5.1. *Senior Dental Nurse* (notional scale – 01/04/01)

point	€
1	28485
2	29377
3	30281
4	31185
5	32089
6	32003
7	33985

6. Implementation

6.1.

Immediately upon confirmation of acceptance of this agreement by the HSEA and IMPACT, discussions will take place between IMPACT and Human Resources Departments in each Health Board to agree the precise location of Senior posts with regard to specialisation and community care area. These discussions are to be completed within **six weeks** of these proposals being accepted.

6.2.

The Senior Dental Nurse posts will be advertised for filling by competition confined to Permanent Dental Nurses who fulfil the criteria set out in the Job Description as outlined in paragraph 3. With regard to the first filling of the posts only candidates permanently employed in the Health Board where the vacancies exist will be eligible to apply. In respect of second and subsequent filling all permanent Dental Nurse staff will be eligible to apply for vacancies across all of the Health Boards.

7. Review

7.1. Review

7.1.1. The parties are in agreement that a review will take place between the parties on the implementation of the new posts one year after the new positions are taken up.

8. Confirmation of Agreement

8.1.

The parties are requested to formally confirm their acceptance of these proposals. The proposals are applicable solely and exclusively to Dental Nurse staff employed in the Health Board. The proposals are made subject to both parties accepting that all or any items outlined therein cannot be used or cited as a precedent to support or refute any other case whether within the Health Boards, the wider Health Services or the Public Sector. In the event that either party rejects these proposals, such proposals will accordingly be null and void and cannot be used or cited as a basis for addressing Dental Nurse or other related issues.

Signed

Date: _____

Conal Devine, BCL Dip Arb
Chairman

Mr. Sé O'Connor, HSEA

Mr. Kevin Callanan, IMPACT