



## JOB DESCRIPTION

### Job Title

Dento-legal Advisor

### Report to

Head of BDA Indemnity

### Directorate

Indemnity

### Grade

Professional Support

### Objectives of the job

To provide advice and support directly to BDA Indemnity policyholders in managing patient complaints, legal claims, regulatory investigations and provide risk management advice. To work collaboratively with the insurer and legal advisors to support the member and ensure case handling is progressed effectively and efficiently. To provide high quality, accurate advice to members and support the wider BDA Advisory team.

### Main duties and responsibilities

- Provide advice, information and counselling to members including practice and patient management and legal aspects of dentistry both in writing and by telephone.
- Provide advice on managing complaints, regulatory investigations and risk management guidance, drafting responses and managing an individual case load.

- Assist members at legal hearings and appearances in courts and tribunals as well as providing co-ordination between the member, the insurer, and legal representatives.
- Analyse, prepare and evaluate the clinical /factual basis for claims for compensation by members' patients and regulatory investigations to enable external claims teams and solicitors to achieve the optimum professional and financial outcome.
- Maintain contemporaneous records of each case and interaction with the member and third parties.
- Provide out of hours telephone advice to members on a rota basis.
- Promote BDA Indemnity by the delivery of lectures and other promotional activities including writing articles and to contribute to the planning and delivery of promotional educational and risk management material for members.
- Maintain up to date knowledge of current advances, topical issues, and developments in dentistry to be able to provide fully informed, accurate advice, and assistance to members

## Person specification

### The following skills and attributes are necessary

Hold an approved dental degree

Registered with the General Dental Council

A minimum of 10 years' experience in dentistry/dental practice in the UK

Sufficiently rounded experience of dentistry and business practice

Detailed knowledge of UK legal systems, NHS regulations, GDC procedures and all legislation related to the provision of dental care

Excellent organisational skills including the ability to prioritise, plan and work independently to tight deadlines and manage a range of complex demands

Excellent writing and communication skills and to be confident and competent in providing advice and guidance

Ability to liaise empathetically with dentists and other professionals

Demonstrable experience of working effectively as part of a team

Competent IT skills, including in Outlook, Word, and PowerPoint

### The following are desirable

Postgraduate qualification in dental/medical law and /or ethics

Postgraduate dental qualifications

Experience of teaching /lecturing

Experience of working with NHS commissioners, membership of Local Dental Committees, involvement with Local Dental Networks, BDA sections or branches, vocational training or postgraduate education

