

JOB DESCRIPTION

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| Job Title: | Dental Nurse |
| Managed by: | Senior Dental Nurse |
| Accountable to: | Operations Director |
| DBS – Required: | Yes |

Job Summary

The postholder will provide dental nurse support as required, assisting in the full range of dental care provided to patients of Community Dental Services CIC (CDS).

They will support the dental team in the provision of dental care in various settings, to include Health Centres, acute hospitals, residential homes and mobile units.

This will include a wide range of treatments for a broad patient base which includes children, patients with additional needs, phobics and the elderly.

The role is clinic based. The postholder may be asked to undertake duties in other clinics or to attend in service days or training events at designated venue. The ability to travel is therefore essential.

Key Relationships:

- All members of the clinical team
- CDS colleagues based at Head Office e.g. IT department
- External departments e.g. Estates; Supplies

Key Duties and Responsibilities:

Communication

- Receive the patient into the department and prepare for treatment.
- Reassure and explain dental procedures, particularly for nervous and additional needs patients and when there may be communication difficulties.
- Determine if a patient needs to be seen urgently.
- Provide pre- and post-operative advice including oral hygiene advice.
- Supervise the patient until they are fit to leave the department, including following inhalation sedation and general anaesthesia.

Organisation

- Monitor day lists and appointment diary and update as necessary.
- Prepare the surgery for use at the beginning of the session. Maintain an aseptic working environment throughout the day, and clear up at the end of the session ensuring that high standards are maintained.
- Prepare filling and impression materials, instruments, equipment, dressings and syringes as requested by the clinician.
- Monitor the completion of NHS forms.
- Anticipate the clinician's requirements across a broad range of clinical procedures.
- Use equipment such as hand instruments and the aspirator in a manner which minimises the risk of cross infection or soft tissue injury.
- Process and mount radiographic films.
- Record treatment, this will include baseline charting, clinical treatments and periodontal charting from the clinician's instructions. This may involve using paper systems alongside the organisation's dental software system.
- Arrange and assist the dentist with routine screenings, domiciliary visits, epidemiological surveys at schools and other establishments, working on the mobile dental unit if required.
- Arrange for the timely supply of materials and laboratory work and process paperwork accordingly.
- Arrange for maintenance of handpieces, aspirators and other equipment.
- On occasion you may be asked to provide reception support e.g. answering the telephone, making appointments, collecting patient charges, selling dental aids and balance all monies received at the end of the day.

Other Responsibilities

- Maintain a flexible and positive approach to changes in systems and procedures, proposing changes to working practices as appropriate. Participate in dental service clinical governance programmes, patient engagement and other quality initiatives.
- Demonstrate commitment to personal development and ensure mandatory training compliance.

- Respect all matters of confidentiality at all times, including adherence to CDS Information Governance Policy.
- Complies with all CDS Policies and Procedures at all times.
- Actively promotes CDS Values and Behaviours in all aspects of the job role.

The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.

This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service by CDS. Any such changes will be fully discussed with the post holder.

RELEVANT ROLE FACTORS

| Information Required | Completed as appropriate for the role |
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| Physical Examples - the nature, level, frequency and duration of the physical effort required for the job e.g. Kneeling, crouching, work in confined space, sitting, standing, walking, lifting, pulling, running, pushing. | Sit or stand in a restricted position for majority of working day Carry domiciliary equipment |
| Mental Examples - the nature, level, frequency and duration of the mental effort required for the job e.g. Checking documents, calculations, analysing statistics, operating machinery, microscope work, assessing patients, formal minute taking, and teaching. Also measures whether the post holder will be subject to interruptions | To remain alert when assisting the clinician |
| Emotional Examples - the nature, level and frequency of emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. E.g. giving un-welcome news to staff/patients, dealing with difficult situations / circumstances or, caring for the terminally ill, typing / processing reports / letters transmitting highly distressing events, managing major change etc. | Supports patients with additional needs, phobics, children and the elderly. |
| Working conditions Examples - the nature, level, frequency and duration of demands arising from adverse environmental conditions and hazards which are unavoidable and required for the job. E.g. Frequent use of a VDU, exposure to extreme temperatures, working at heights, unpleasant smells, dust / dirt, aggression, noxious fumes, chemical spills, fleas, lice, body fluids, foul linen. It also includes any exposure to aggressive / challenging behaviour | Exposure to bodily fluids |

PERSON SPECIFICATION

Job title: Dental Nurse

| Factors | Essential requirements | Desirable requirements | Measurement <i>eg Application / Assessment / Interview</i> |
|-------------------------------------|--|---|--|
| Education and Qualifications | <p>Educated to GCSE level</p> <p>National Diploma in Dental Nursing Level 3 or Diploma in Dental Nursing Level 3 or equivalent</p> <p>Registered with the General Dental Council</p> | <p>NEBDN Certificate in Oral Health Instruction or equivalent</p> <p>NEBDN Certificate in Dental Sedation Nursing or equivalent</p> <p>NEBDN Certificate in Dental Radiology or equivalent</p> <p>NEBDN Certificate in Topical Fluoride Application or equivalent</p> | Application form |
| Knowledge | Knowledge of a range of dental procedures acquired through study | | Application / Interview |
| Experience | <p>Significant experience working as a dental nurse in a variety of settings</p> <p>Demonstrates evidence of Continuing Professional Development</p> | | Application / Interview |
| Skills and Ability | <p>Good communication skills, both written and oral</p> <p>Ability to empathise, reassure</p> <p>Basic IT skills including Microsoft Office 365 Word and Outlook</p> | Familiar with dental software package/s | Application / Interview |
| Personal Qualities | <p>Ability to work flexible hours</p> <p>Good time keeper</p> <p>Team Player. Willing to provide support for CDS initiatives which may include occasional evening/weekend working.</p> <p>Smart appearance</p> <p>The ability to travel is essential</p> | | Application/ Interview |