

Job Description

Title:	Dental Nurse
Grade:	Band 4
Annual Leave:	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
Department:	Community Dental
Accountable to:	Senior Dental Nurse

POST SUMMARY

The Dental Nurse is required to provide clinical assistance in the treatment of patients within the Community Dental Service to ensure a safe and effective clinical service.

In addition to clinical duties, the post-holder will have administrative and reception duties within the Service, that contribute to maintaining our high level of service provision for our patients. The post-holder must maintain strict patient, staff and departmental confidentiality at all times.

MAIN DUTIES

CLINICAL

- Prepare surgeries for all dental procedures, and ensure a hygienic working environment.
- Assist the clinicians in the provision of all dental treatment, clinically and on visits to patient's homes, residential care centres and hospitals.
- Preparation, care, maintenance and sterilisation of dental instruments and equipment, implementing the infection-control policy in line with HTM 01 05
- Assist clinicians with preparation, monitoring and patient care during IV & IS sedation and during general anaesthesia as required.
- Provide instruction to patients in oral hygiene under the direction of the clinician.
- To communicate appropriately and sensitively with patients, families and carers to provide reassurance and support, taking into consideration differences in language, ability and culture
- To be responsible for the developing of dental radiographs and maintaining the dental x-ray processor. If appropriately qualified, the taking of dental radiographs and assisting in quality assurance under the direction of the clinician.
- To assist with the fluoride varnish programme where relevant, ensuring a hygienic working environment.
- Ensure safe handling and disposal of sharps, drugs, special and clinical waste in accordance with Trust policy



- To provide nursing cover, when required, in health centres other than their base clinic.

ADMINISTRATION

- Undertake reception, clerical and administrative duties for the dental clinic(s)/ service.
- Assist with the dental screenings and surveys in schools and other institutions.
- Monitor and maintain stock levels in the Dental surgery.
- To be responsible for the patient waiting area, reviewing and updating patient information and leaflets as required
- To organise distribution and collection of laboratory work.
- To participate in audits as directed by the service clinical governance developer
- To use the Software of Excellence program

OTHER

- Assist in the induction of new staff.
- Assist in service research and special projects as requested
- Participation in appraisals programme and continuing professional development
- To attend and participate in staff meetings and training arranged by the service
- To undertake any other duties as required by the senior management team which are appropriate to the post.
- Act in accordance with the General Dental Council, relevant profession codes of practice and statutory guidelines and be accountable for your actions at all times

Equal Opportunities

It is the aim of the Trust to ensure that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable. To this end the Trust has an equal opportunities policy and it is for each employee to contribute to its success. The hospital has a single equality scheme, which underpins its duty to promote equality. You can access a copy of the scheme on the trust's website.

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns



The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding children and child protection

To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.



Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

Whittington Promise to Patients

Whittington Health expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times. You are expected to contribute to improving our patients' experiences by delivering the Whittington Promise:

- We will be clean
- We will be welcoming and caring
- We will be well organised
- We will offer the best possible treatment
- We will give you information and listen to what you tell us

Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

This is not applicable to this post.



Person Specification

Post:	Dental Nurse	Grade:	Band 4		
Department	Community Dental Service	Candidate Name		Notes	
Attribute		Essential	Desirable	How Assessed	
Education / Qualifications	<ul style="list-style-type: none"> • NEBDN and/or an appropriate professional qualification or equivalent • Registered with the General Dental Council as a Dental Care Professional • DNETC certificate or equivalent In fluoride varnish application • NEBDN certificate in conscious sedation • NEBDN certificate in Dental Radiography 	✓ ✓	✓ ✓ ✓		
Skills & Abilities	<ul style="list-style-type: none"> • Good communication and interpersonal skills (verbal and written) • Organised and methodical • Competent in basic MS Office and IT applications • Possesses initiative, can be flexible • Ability to participate in and contribute to the dental team • Ability to deal with patients' needs in a caring and sensitive manner • Ability to build rapport with patients and put them at ease. • To be efficient and accurate in record keeping • Ability to support all CDS programmes: e.g. sedation, GA, fluoride varnish 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓		

Knowledge & Experience	<ul style="list-style-type: none"> • Significant experience working in a clinical dental setting • Previous administration or reception experience • Experience of working with paediatric and special care patients • Experience of working within the CDS • Experience of treating patients under sedation • Previous oral surgery experience • Experience in Software of Excellence 	✓ ✓ ✓	✓ ✓ ✓ ✓		
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Enthusiasm, drive and commitment • Ability to maintain good relationships with colleagues within the various teams. • Good general wellbeing and ability to meet the demands of the post and to work under pressure • Ability to take on any type of work in perhaps far from ideal conditions and prioritise workload. 	✓ ✓ ✓			
Other					

Completed by:

Date:.....

Offer post Yes/ No

Comments