

JOB DESCRIPTION

SHEFFIELD TEACHING HOSPITALS NHS TRUST

1. JOB DETAILS

Job Title: Qualified Dental Nurse
Grade: Band 4
Responsible to: Clinical Service Manager
Reports to: Senior Dental Nurse
Unit/Department: Charles Clifford Dental Hospital

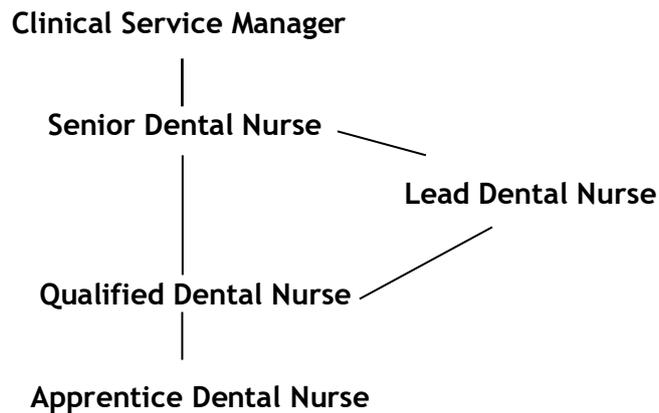
2. JOB PURPOSE

To provide a high quality and professional dental nursing service. To ensure the maintenance of high standards of patient care. To create an environment in which improving the quality of the care delivered to patients is intrinsic to the daily work of the CCDH.

3. ROLE OF THE CHARLES CLIFFORD DENTAL HOSPITAL

Charles Clifford Dental Hospital is a dental teaching hospital linked to the University School of Clinical Dentistry, which has intakes of undergraduate and postgraduate students on an annual basis. The hospital also provides dental out patient services for the Sheffield catchment area, and in addition provides specialist services in all departments to patients from a much wider area. It also incorporates the School of Dental Nursing, School of Hygiene and Therapy and Dental Technology.

4. ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

Clinical

- Receive and prepare patients to undertake general, complex and specialised dental treatment, assisting consultants/clinical dental staff and students (undergraduate and postgraduate) during the treatment and care of the patients until they leave. (Including out of hours transport patients).
- Assist the dentist to reassure and inform the patient about their treatment, further treatment and appointments, being aware of body language and cultural difficulties and dealing with these in a sensitive and appropriate manner, showing empathy and reassurance at all times.
- Provide close chairside assistance, anticipating the clinicians' requirements to ensure efficient and effective patient care.
- Maintain close liaison with the clinician in the care, observation and supervision of patient with special needs and patients unsuitable to be seen in general dental practice or by general dental practitioners with problems such as complicated medical histories, heart conditions, breathing problems, diabetes, epilepsy, depression, needle phobia patients, drug users, the elderly and infirm, learning difficulties, autism, eating disorders, patients undergoing gender change, patients with blood disorders, HIV positive, Hepatitis B and abusive patients.
- Maintain cross infection control adhering to the hospital infection control booklet/policy.
- Be conversant with and deal with medical emergency procedures.
- Assisting with the treatment of patients within infectious conditions in accordance with the Trust's infection control policy.
- Undertake safely and effectively decontamination, disinfection of the clinical area.
- Carry out day to day maintenance of dental instruments, handpieces and equipment ensuring

that they are working effectively, to include the cleaning of dental chairs and associated work spaces.

- Record accurately and precisely, sometimes at speed, as directed by the dentist, the conditions of the oral cavity and the necessary treatment on the appropriate chart using signs and symbols recognised in dentistry. Also laboratory and radiographic forms. Ensuring ease of reference through legibility and confidentiality.
- Control an efficient appointment system ensuring accurate information is recorded and transfer to relevant patient management systems to include use of IT equipment.
- Mix the correct quantity of impression material, cement, cavity lining, permanent and temporary restorative materials, according to the manufacturers instructions ensuring that they are used to best effect and ensure correct levels of stock are maintained.
- Give pre, post-operative advice to patients.
- Prepare records, x-rays, models and appliances for day to day clinics and for student examinations and assist during international qualifying examinations. To include the timing of these.
- To carry out patients blood pressure checks.
- To administer poisoning antidotes in the case of dental mishaps during dental treatment e.g. the swallowing of a hazardous substance would require an antidote.
- Assisting with the collection, labelling and dispatching of specimens, blood results, study models and dental work to the laboratories and dealing with enquiries.
- To ensure stock levels and laundry are maintained and secured as required by liaising with the senior dental nurse.
- Liaison with Dental, Technical, Nursing, Clerical Staff, Portering and the Medical Illustration Department to provide a reliable team approach in the provision of total patient care.
- To assist other dental nurses in fulfilling departmental procedures and policies.
- To assist with supervision of apprentice dental nurses and work experience students during their time within the dental hospital and on departments.
- To carry out biannually instrument and equipment audits.
- Participate in lunch and late night duties and be flexible and willing to work in the evening.
- At the request of the Clinical Service Manager/Senior Dental Nurse to cover nursing duties within other departments.
- Participate in own appraisal, contribute and identify needs in personal development plan and update and maintain Dental Nurse Registration through continuous personal development.

Health and Safety

- Dealing safely with hazardous or toxic waste and materials.
- All staff are responsible for working with their colleagues to maintain and improve the quality of service provided to our patients and other service users.

- This includes complying at all times to STH NHS Trust policies including Health & Safety policies in particular by following agreed staff working procedures and reporting incidents using the Trust Incident Reporting system.

Training and Education

- Participate in self staff development opportunities for continuing education.
- Attend mandatory training as documented in the Trust policy.
- To be aware of and to participate in new developments within your field of work. Keep abreast of new developments
- To participate in the instruction of trainee dental nurses allocated to the department.
- Assist in the introduction of new working policies and procedures.

Communications and Working Relationships

- To co-ordinate the arrival and departure of patients in liaison with dental colleagues.
- Regularly deal with telephone messages.
- Communicating effectively to patients on the telephone.
- To maintain teamwork relationships with departmental and other colleagues to ensure a good working environment.
- Attend team meetings with Senior Dental Nurse.
- Trust communication letter.

Equal Opportunities

Post holder must at all times carry out his/her duties in accordance with the Sheffield Teaching Hospitals NHS Trust Equal Opportunities policy.

9. **WORKING RELATIONSHIPS** (please identify the main personnel with whom the postholder will be required to communicate with and advise internally and externally)

Senior Dental Nurses	Lead Dental Nurses
Qualified Dental Nurses	
Clinical Services Manager	
Dentist	
Undergraduate/Postgraduate Dental Students	
Apprentice Dental Nurses	
Clinical Support Workers	
Dental Laboratory Technical Staff	
Medical Records Staff	

10. WORKING CONDITIONS

Working in confined areas for extended periods of time e.g. long dental procedures.

Frequent requirement for standing/sitting in a restricted position for long periods of time.

Concentration for long periods of time is required frequently for some dental procedures and as working in a teaching environment.

Dental nurses have frequent exposure to hazards and must adopt good working practices to minimise the risk to personal health and that of colleagues.

The postholder has on a daily basis exposure to bodily fluids such as blood and saliva so it is essential that good working practice is adhered at all times.

Job Description Agreed By:
Mrs T E Plant
Clinical Service Manager