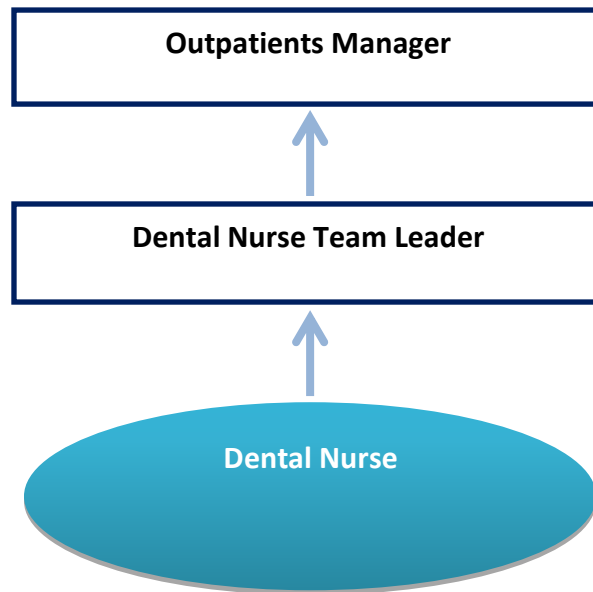


DENTAL NURSE BAND 4



Your Opportunity

As the Dental Nurse you will assist in the provision of a high standard of care and treatment within a multidisciplinary unit to Maxillofacial surgery, oral surgery and orthodontics patient's pre and post procedure. To provide nursing support to consultants and senior clinicians in the provision of orthodontic treatment, maxillofacial and restorative patients. To support the productive operation of the clinic environment by undertaking a range of activities which contribute to the maintenance of a safe and clean environment.

The list below is to outline the main duties involved; however this is subject to change and will vary within the given role. We ask all employees to be flexible in their role, to always ensure we are delivering Safe, Kind and Effective care.

Clinical Responsibilities

1. Prepare the patient Maxillofacial surgery, oral surgery and orthodontic, treatment and assist in the care of the patient until they are fit to leave the Department
 2. Work alongside to support and chaperone Medical and Dental clinicians in the provision of simple and complex procedures across all discipline; and provide physical assistance to the patient whilst they are having treatment.
 3. Prepare clinical areas for treatments e.g. theatre, oral surgery and orthodontics, selecting appropriate equipment as required. Both planned and emergency
 4. Undertakes and records full initial assessment at earliest opportunity
 5. Performs Dental nursing care and enhanced clinical skills to a high quality standard.
 6. Perform nurse led pre-operative assessments for patients i.e. Oral Health clinics
 7. Be responsible for the delivery and co-ordination of care through appropriate professional practice
 8. Ensure that prescribed treatments are carried out and that multidisciplinary team members are informed of changes in the patient's condition
 9. Support the Medical & Dental clinicians during maxillofacial surgery with minor procedures to complex major head and neck surgery.
 10. Support the Medical & Dental clinicians with Head/Neck Oncology providing palliative support and assist with nasal endoscopy
 11. Assist within in LA/GA theatres including "scrubbing In" with both planned and emergency procedures, escalating issues or concerns to a team leader.
 12. With appropriate training, assist with dental devices and implants
 13. Removing sutures after the wound has been checked by the Medical & Dental clinicians
 14. Communicate all relevant information to the multidisciplinary team internally and with external organisations as required, to ensure seamless care
 15. Maintain accurate and complete records of all care activities, in a timely manner, adhering to local and professional standards for documentation
 16. With appropriate training, assist in the provision of dental treatment under intravenous conscious sedation and general anaesthesia, escalating issues or concerns appropriately to a team leader
 17. If appropriately qualified, the taking and developing of dental radiographs and assisting in quality assurance under the direction of the clinician; escalating and issues or concerns to a team leader.
 18. Recognise and respond appropriately to urgent and emergency situations.
 19. Undertake specific duties delegated by Medical & Dental Consultants, Dental Nurse Team Leader and Outpatients Manager
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Education, Development and Improvement Responsibilities

1. Take responsibility for attending and participating in all mandatory & essential training to ensure the safe and efficient functioning of the trust and/or safety and wellbeing of other staff and the patients you provide services for.
2. Have an appraisal & personal development plan in place that is reviewed annually ensuring all essential equipment and skills/competencies are up to date
3. Maintain a personal portfolio of evidence for GCD registration detailing competency & skills appropriate to the post
4. Maintain and develop own professional competence and seek to extend the scope of personal knowledge and skills within scope of role and professional practice
5. Proactively engage with Trust wide or local changes and developments in dental nursing practice
6. Engage with audits and clinical trials to support the development of the service
7. Contribute to unit and multidisciplinary discussions on development of policies and procedures
8. Contribute to the development of services and ensure the effective and efficient use of resources

Patient Experience

1. Constantly interpret the needs of patients, carers and clinicians and be able to deal with them promptly and efficiently
2. Involve patients and carers/relatives in the delivery of care providing reassurance and support to patients and carers/family.
3. Provide triage advice to patients and escalate as necessary
4. To provide support to patients requiring both maxillofacial surgery and orthodontic procedures.
5. Work collaboratively with others in the Ward /Dept to ensure that patient's needs are met and contribute to effective lines of communication between the multidisciplinary team
6. Support and provide patient education and oral health promotion
7. Provide support to the surgical team in the provision of pre and post-operative care to patients including the discharging of patients
8. Empathetic manner required to provide reassurance and support for patients with complex needs during their treatment
9. Assist in setting, monitoring and maintaining standards of care to improve the patient experience and outcome of care.
10. Assist the clinician with the instruction to patients and their parents in the use of orthodontic appliances.

Information Governance Responsibilities

1. To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
2. To take personal responsibility for safeguarding and ensuring the quality of information.

Team Responsibilities

1. Actively try to resolve issues and complaints at local level and then report the outcome to Team Leader.
2. Ensures environment of care is safe, well equipped and compliant with standards for hygiene and cleanliness.
3. Maintain patient safety, conforming to health, safety and security legislation, policies, procedures and guidelines. Reporting any concerns to the relevant body.
4. Work within the framework of departmental, EBME and Trust Policies
5. Inputting of patient information in relation to the care provided on Meditech
6. Daily checking and quality control of equipment including diathermy and suction; informing the Team Leader and/or Manager of stock requirements
7. Carry out clerical duties associated with the running of the clinic, i.e. appointment making, diary management, answering telephone calls and general enquiries
8. In conjunction with the team leader assist with the day to day running of clinical areas, using initiative in response to unpredictability and requests for change.
9. All employees of the Trust have a responsibility for their own health and wellbeing, to inform their manager and seek timely support via the Trust's Occupational Health and Wellbeing department
10. Assist in the orientation of new staff with regards to specific areas; as and when required you will supervise duties carried out by junior staff
11. Support people's equality, diversity and rights

Person Specification

	Essential	Desirable
Qualification	GDC Registration NEBDN/NVQ Level 3 qualification or equivalent	Post Qualifications: • Orthodontics, • Dental Radiography, • Oral Health, • Sedation
Knowledge and Experience	2 years post qualification experience Experience in Orthodontics or Oral Surgery	• Experience of Sedation & General Anaesthesia • Recent acute experience • Experience with patients with complex needs • Four handed dentistry technique

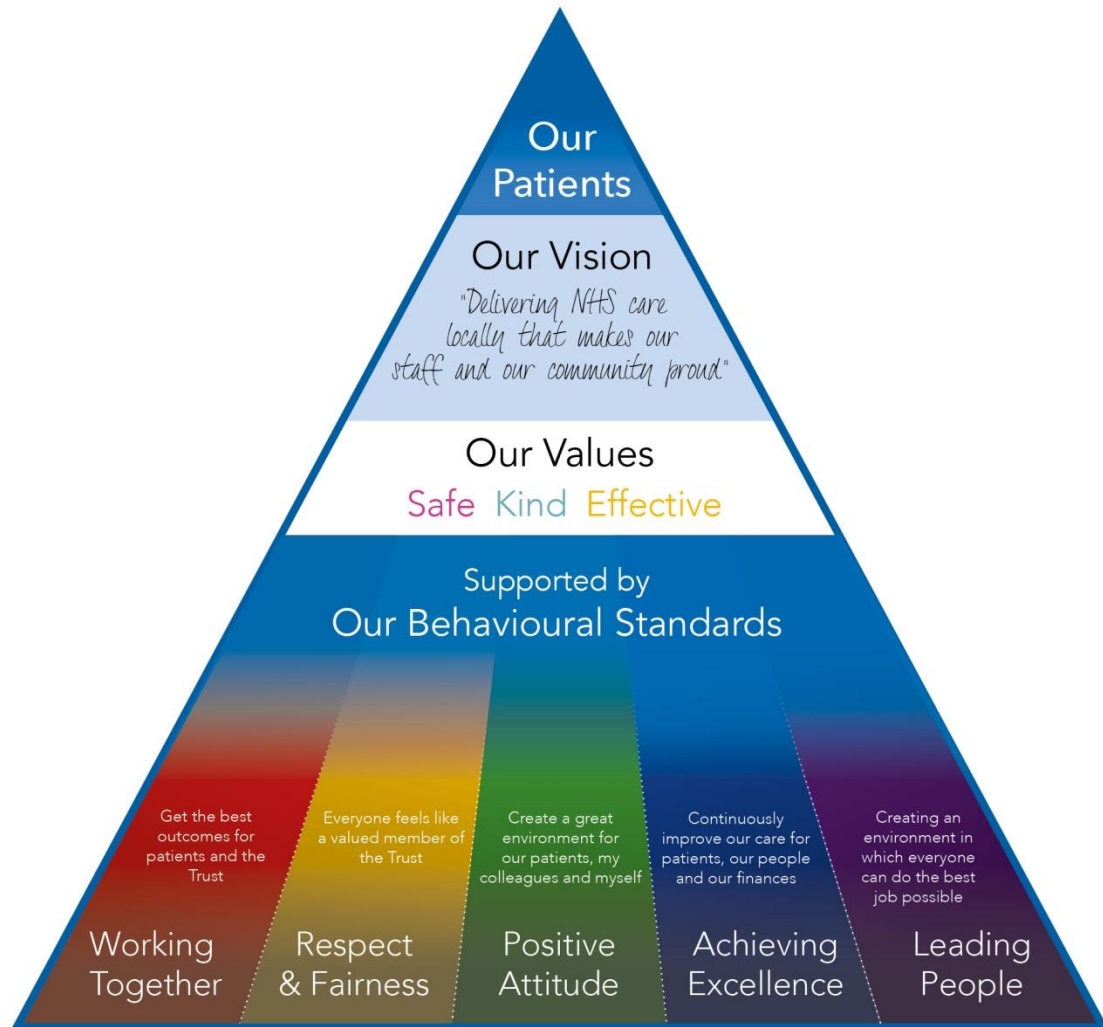
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills • Able to obtain and evaluate information to aid decision making • Able to lead and supervise other staff • Ability to use IT systems relevant to work role • Ability to prioritise • Good time management skills • Ability to work unsupervised 	
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Occupational Health

	What You Need	Conducted By	Essential
Health Screening	Paper documentation & Health Assessment	Occupational Health Nurse	Yes
Immunity Required	Measles Rubella (German Measles) Varicella (Chicken Pox) Tuberculosis Hepatitis B	Occupational Health Nurse	Yes - Vaccination recommended
EPP: Exposure Prone Procedure Requirements	Screened for: Hepatitis B Hepatitis C HIV	Occupational Health Nurse	Yes - If role requires EPP

Please note that the above may vary dependent on job role and risk assessments. Should you need further clarification please contact the Occupational Health Department on 01244 365045

Our Culture



***Safeguarding:** You have a responsibility to respond to any Safeguarding Children or Adult concerns that you encounter in your everyday duties. You must report any concerns as appropriate to your immediate & the relevant Safeguarding Lead within the Trust