

## Job description

<b>Position</b>	Registered Dental Nurse
<b>Grade</b>	Band 5
<b>Location</b>	Outpatient Services The Princess Alexandra NHS Trust, including Herts and Essex and St Margaret's Hospital as required
<b>Hours</b>	24.5 hours per week
<b>Responsible to</b>	Outpatient Nurse Manager/ Department Sister
<b>Accountable to</b>	Matron

### Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

### Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

**Patient at heart** – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

**Everyday excellence** – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

**Creative collaboration** – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care



The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.

## Job summary

To provide effective clinical and holistic individualised care to patients and families, ensuring delivery is to the highest standard. Maintaining evidenced based practice, whilst being responsible for updating own knowledge and skills in line with the Trust polices, multidisciplinary team, the GDC (General Dental Council) Developing leadership skills and actively participating in service development.

The applicant will be required to support other specialities within the department such as ENT, Dermatology, Neurology, Renal and vascular and must therefore demonstrate flexibility to cover these areas. Due to operational pressure within the Trust, it may on occasions be necessary for the applicant to support other areas within the Trust.

## Scope and range

- Responsible for the assessment and delivery of patient care needs.
- Supervise and support junior nurses and Health Care Assistants.
- Carry out other duties commensurate with the grade
- To assume responsibility for their workload ensuring that they adhere to the Trusts policies and procedures
- To work as part of a Multi-disciplinary team

- **Duties and responsibilities**

### Outpatient Specifics

- To maintain responsibility for updating own knowledge and skills in line with Trust policies and the GDC to support an effective outpatient Nursing service which is responsive and sensitive to patient's needs.
- To demonstrate good leadership skills, to actively support the Outpatient Nurse Manager/ deputy Team leader in the development of the service, whilst actively promoting the need for change and highlighting departmental achievements.

To assist the Nurse Manager/ Deputy Team Leader with the daily running of the Outpatient Department, deputising as appropriate and liaising with core services, ensuring that issues relating to safe staffing levels and clinic capacity are appropriately escalated in a timely manner

### Clinical:

- To appropriately deploy staff within the department in order to support and contribute to the provision of a flexible service that meets service demands.



- In the absence of the Team Leader/Deputy Team leader to provide leadership within the department, monitoring standards of care and taking measures to rectify any deficits.
- Responsible and accountable for the correct administration of prescribed medication, storage, correct use and ordering of FP10 prescription pads in accordance with the Trust policy and Outpatient guidelines
- Health promotion and prevention –to provide appropriate information, health education, advice and support as appropriate to meet Service User’s needs.
- To practice in accordance with the GDC Code and Trust Policies, Procedures and Guidelines
- To ensure high quality, evidence-based care is provided to patient in collaboration with the multidisciplinary team
- Responsible for carrying out clinical practice within designated clinical areas. Ensuring high quality, current evidence-based nursing assessment, planning, implementation, interventions are delivered from admission to discharge
- Delegating care to unregistered carers and retaining responsibility for care
- To be flexible and willing to be redeployed to an area within the sphere of their clinical expertise to provide clinical support and assist with facilitating safe staffing across the Trust when required
- To ensure that all patients’ have a safe and effective discharge plan. To collaborate with the integrated discharge team for complex discharges.
- To undertake the Shift Co-ordinator (nurse in charge) role on a shift basis once competency is achieved
- To consistently organise and deliver individualised patient care, ensuring patient physical, social and psychological needs are met
- Liaise with a multidisciplinary approach to care in collaboration with carers, health care professionals and other agencies
- Recognise the significance of observations made and use them to develop and initiate nursing assessments and devise a plan of care.
- Recognise the signs of “deterioration” and take action as required without delay
- Manage clinical emergencies, ensuring that he/she is up to date with hospital life support
- Responsible for the correct administration of prescribed medication including controlled drugs, blood transfusion and blood products
- Essential care – PU prevention and falls
- Health promotion and prevention – smoking cessation, healthy eating etc

#### Communication

- Empathy and understanding for all patients attending the department, ensuring privacy and dignity is maintained throughout their journey.
- Privacy and Dignity
- Compassion in care, acting as patients advocate at all times.



- Maintain all patient information to the required standard in relation to the admission, planning, implementation and evaluation of patient care using the inpatient / Outpatient records
- Communicate with families and carers ensuring they are involved with the planning and delivery of care
- To establish good communication with all members of the ward team, including the clinical, administrative and domestic staff
- Effectively communicate with the multidisciplinary team in order to promote efficient and safe patient care
- Ensure the correct storage of all written, digital and spoken word communication at all times. Patient records must be stored in a way that complies with all information governance policies
- Communicate with other clinical areas to coordinate transfer of patient care and smooth running of ward / unit / department
- Responding to enquiries / concerns / complaints from patient and visitors in a courteous and timely manner in line with the trust values. Supporting the Ward Manager when appropriate and escalating to senior staff when required
- Ensure own competence in use of all relevant trust IT systems and email. Ensuring data is entered in an accurate and timely manner, in accordance with trust policies and procedures.

#### Professional and Education

- Always adheres to the Trust Uniform and Corporate Dress Code Policy
- Support quality improvement projects, enhancing the standards of care
- Provide a learning environment conducive for Nursing Students and other learners to train and ensure that it is maintained.
- To attend mandatory training and ensure that this is always up to date
- Act as an Assessor/supervisor / preceptor for all trained and untrained staff, providing constructive feedback which will enhance and support the continuous development of team members.
- To develop and maintain own clinical skills and knowledge to provide holistic, evidence-based nursing care
- Is wholly accountable for his / her practice in line with the GDC Code of Professional Conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence
- Maintain own professional practice and ensure meeting the needs required for GDC revalidation
- Take all precautions to safeguard the welfare and safety of staff, service users, visitors and public by implementing and adhering to all policies relating to health, safety, security and risk
- To actively participate in the appraisal process

#### Infection Control and Cleanliness:

- Work within the team in supporting the monitoring and sustaining high standards of cleanliness within the clinical area
- Actively participate in all audits undertaken within the clinical area



- To act as a role model complying with all trust policies relating to infection prevention and control.
- Safeguarding:
- To be familiar and comply with all safeguarding adult and children's policies within the trust
- To take the appropriate actions as directed within the safeguarding adult and children's policies if there is a potential or suspicion of abuse
- Attend relevant adult and children safeguarding training appropriate for role
- Systems and Equipment
- Use of trust IT equipment and programmes, including Nervecentre, JAC, Cosmic, email system
- inpatient / Outpatient records
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This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and the manager. All duties must be carried out under supervision or within Trust policies and procedures.

## Person specification

<b>Position</b>	Registered Dental Nurse
<b>Grade</b>	5

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

Trust values	
Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts	E
Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both	E
Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care	E

Education and qualifications	
Current GDC registration	E
Evidence of recent Continuous Professional Development	E
Post qualification in Dental Radiology	E
Mentorship qualification	D

Experience	
Demonstrate knowledge of escalation and recognition the deteriorating patient	E
Relevant experience of working within a General/ OMF (Oral Maxillofacial) Outpatient area.	D
Able to demonstrate good understanding of and commitment to delivering excellent standards of care	E
A minimum of 2 years experience of working in Minor Oral Surgery/ OMF	E
Evidence of post qualification in Dental Radiography	E

Skills and knowledge	
Organisational skills (including time management, prioritising own caseload, initiative, escalation, calm and proactive under pressure)	E

Awareness of current issues in nursing relevant to your department/ Outpatient Services	E
Motivated to learn and evidence of own professional development	E
Ability to move patients and equipment in accordance with Trust Moving and Handling Policy	E

### Personal qualities

Able to work well both independently and as part of the wider MDT	E
Clear communication, oral/ written	E
Organised and flexible with ability to work under pressure	E
Enthusiastic motivated and able to motivate others	E
Team player- supportive, approachable and positive in approach	E
Displays professionalism and reliability	E