

JOB PROFILE

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|--------------------------|---|---|
| Job Title | : | Registered Dental Nurse |
| Managed by | : | Senior Dental Nurse |
| Accountable to | : | Operations Manager |
| Job Purpose | : | <p>To provide dental nurse support when required by the Service and to assist in the full range of dental care provided to patients of the Dental Service.</p> <p>To support the dental team in the provision of dental care in various settings across Norfolk and Waveney, ie dental departments within Health Centres, acute hospitals, residential homes, and mobile units.</p> <p>This will include a wide range of treatments for a broad client base which includes children, patients with additional needs, phobics and the elderly.</p> |
| Key Relationships | : | <p>Dental Department colleagues</p> <p>External eg Estates, Supplies, IT</p> |
| Geographical | : | <p>The post is clinic based. The post holder may be asked to undertake duties in neighbouring clinics and other Health Service establishments when required for holiday or sickness relief or temporary redeployment.</p> |

Duties & Responsibilities:

1. Communication & Relationship Skills

- Receive the patient into the department and prepare them for treatment.
- Reassure patients and explain dental procedures especially when there may be communication difficulties.
- Undertake reception duties when required eg greeting patient, answering the telephone, making appointments, explaining patient charges and collecting patient charges.

2. Analytical & Judgemental

- Decide when patients need to be seen urgently.
- Anticipate the operator's requirements across a broad range of clinical procedures.

3. Planning & Organisational Skills

- Assist the operator in organising the days activities.
- Monitor day lists and appointment diary and update as necessary.
- Prepare the surgery for use at the beginning of the session and clear up at the end of the session.
- Arrange and assist the dentist with routine screenings, epidemiological surveys at schools and other establishments.
- Arrange for the timely supply of materials and laboratory work.

4. Physical Skills

- Prepare filling and impression materials, instruments, equipment, dressings and syringes as requested by the dentist.
- Use equipment such as hand instruments, aspiration equipment, etc, in a manner which minimises the risk of cross infection or soft tissue injury.
- Maintain hand pieces, aspirators and other equipment.
- Process and mount x-ray films.
- Utilise keyboard skills for data entry on dental software programme.

5. Patient/Client Care

- Assist the dental surgeon/therapist in the provision of dental treatment and to supervise the patient until they are fit to leave the department – including inhalation sedation and general anaesthesia.
- Provide pre and post-operative instructions for patients in agreement with the clinician.
- Accompany the dentist/therapist on domiciliary visits and/or working in a mobile dental unit, and assist them throughout treatment.
- Accompany the dentist on visits for screening, epidemiological surveys and assist throughout the procedures.

6. Policy & Service Development

- Follow and implement clinical policies and procedures to comply with legislation.
- Contribute to policy development.

7. Financial & Physical Resources

- Undertake general clerical duties including dealing with petty cash, the collection/banking of patients' payments, selling dental aids to the public and to balance all monies received at the end of the day.
- Assist with the ordering of general and pharmaceutical supplies and processing of paperwork for payment.

8. Human Resources

- Demonstrate own activities or workplace routines to new or less experienced employees in own work area.

9. Information Resources

- Record treatment ie includes baseline charting, clinical treatments and periodontal charting from the operator's instructions. This will involve paper based and computer systems.
- Monitor the completion of National Health Service forms.

10. Research & Development

- Participate in CDS clinical governance programmes and other quality initiatives.

11. Freedom to Act

- Work on own initiative with manager available for reference.

12. Physical Effort

- Sit or stand in a restricted position for a substantial proportion of the working day.
- Carry domiciliary equipment, push x-ray machine, when necessary.

13. Mental Effort

- Remain alert when assisting the dental operator.

14. Emotional Effort

- Deal with patients with additional needs, phobics, children and the elderly.

15. Working Conditions

- Decontaminate and handle instruments often contaminated with blood, saliva and debris.
- Maintain an aseptic working environment throughout, and clear up at the end of the session ensuring that high standards are maintained.

This job profile is not intended to be a complete list of duties and responsibilities, but is a guide to the job and will be subject to periodic review and alteration in response to changing service requirements and in consultation with the post holder.

Dental Nurse

PERSON SPECIFICATION

| ESSENTIAL | DESIRABLE | MEASURED BY |
|--|---|--|
| Qualifications Good standard of education to GCSE level or equivalent National Diploma in Dental Nursing Level 3 or Diploma in Dental Nursing Level 3 or equivalent Registered with the General Dental Council | | Application form Application form Application form |
| Experience Significant experience working as a dental nurse in a variety of settings To demonstrate evidence of Continuing Professional Development | | Application form/ Interview Interview |
| Skills Good communication skills both oral and written Good organisation Ability to empathise, reassure Basic computer skills Ability to work on own initiative with manager/clinician available for reference | Familiar with dental software computer package(s) Car driver | Application Form/ Interview Interview Interview Interview Interview Application Form |
| Hours Ability to work flexible hours | | Interview |
| General Team Player 'Can Do' attitude Flexible approach Good timekeeper Smart appearance Friendly, approachable and calm manner | | Interview Interview Interview Interview Interview Interview |