

## Additional Information for Candidates

<b>Post:</b>	Dental Nurse
<b>Contract:</b>	Permanent, Full time, 5 days per week
<b>Base:</b>	Siskin Dental Centre, Norwich Community Hospital, Bowthorpe Road, Norwich, NR2 3TU
<b>Salary:</b>	£25,147 - £27,596 per annum
<b>Hours:</b>	The normal hours of work will be 37.5 hours per week, 5 days, 7.5 hours per day. However, the post holder will be required to be flexible with regard to normal hours to fit in with the times of sessions worked at other clinics which may include Saturdays. All sessions fall within the hours Monday to Friday 8.00am – 5.30pm. It may be necessary for the post holder to cover other clinics at times of employee leave, sickness, etc.

### **Notice to be given by employee:**

Following successful completion of the probationary period the employee will give two months notice should they wish to end their employment.

### **Notice to be given by Community Dental Services:**

Following successful completion of the probationary period, should CDS need to terminate the employment, the employee is entitled to receive two months notice.

### **Annual Leave:**

The post holder will be entitled to leave at the rate of 27 days per annum (29 days after 5 years' service; 33 after 10 years' service) per year plus 8 statutory bank holidays.

### **Travel:**

The individual must be able to travel to all CDS premises. CDS pays a mileage rate.

### **Pension Scheme:**

The Pensions Trust – matched contribution scheme whereby the employee and the employer contribute 7% of pensionable earnings.

### **Employee Assistance Programme:**

The health and wellbeing of our employees is paramount, and we are able to offer you access to an Employee Assistance Programme (EAP). An EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. Our EAP is delivered by Health Assured – the UK and Ireland's leading wellbeing provider.

**Uniform:** CDS has a uniform policy and clinical uniform is provided.

**Medical Questionnaire:**

Following interview applicants will be required to complete a Pre-Employment Questionnaire. If necessary, they may also be required to attend the Occupational Health Department, at a later date, for a medical as all appointments are subject to satisfactory health screening.

**Disclosure and Barring Service:**

CDS will apply for a disclosure in accordance with the Disclosure and Barring Service (DBS) Code of Practice and confirmation of this will be required before posts may be taken up. Information on disclosures is available via the DBS website at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

**References:**

All offers of employment are subject to satisfactory references, one of which must be from the previous employer (or school).

**Conflict of Interest:**

Employees are required to declare at interview any outside interest which may conflict with the interests of CDS.

## **GENERAL TERMS OF EMPLOYMENT**

### **Professional Registration**

If professional registration applies, the post holder should work in accordance with their professional body's Code of Conduct. Evidence of continuous registration is a requirement of employment with Community Dental Services CIC (CDS).

### **Probationary Period**

CDS operates a 6-month probationary period in accordance with its policy and procedure on Probation Periods.

### **Personal Development**

The post holder will be expected to undertake ongoing personal and professional development commensurate with the responsibilities of the post. It is specifically expected that the post holder will avail him/herself of any opportunities of mentorship and development offered.

### **Role Development**

The duties and responsibilities contained within this job description are indicative but not exhaustive. The post holder may be required to undertake other work consistent with their grade. As CDS develops the requirements of the post may change. The post holder will be fully involved and consulted as such changes occur.

### **Legal and statutory requirements**

The post holder must be aware of and adhere to CDS policies and procedures that are relevant to their post

Confidentiality and the UK Data Protection Act 2018 – the post holder will be expected to maintain complete confidentiality as a condition of employment. Information relating to patients, other employees or which is acquired for the purposes of employment may only be disclosed with the express permission of the appropriate manager.

All employees must comply with the Equality Act 2010 and must not discriminate on the grounds of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, gender reassignment, political affiliation or trade union membership or any other grounds.

As part of any recruitment process Community Dental Services, (CDS) collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by CDS on paper or in electronic format. Further information regarding the Data Privacy Notice can be found on the CDS website.

**Safeguarding Vulnerable Children & Adults and Promoting their Welfare** All employees are expected to;

- Adhere to CDS and Local Safeguarding Children Board policies/procedures and professional codes in relation to safeguarding children and vulnerable adults.
- Undertake the appropriate level of mandatory training in this area.
- Report any concerns to the appropriate authority.

## **Care Quality Commission (CQC)**

All employees of CDS are required to participate in the collection of evidence to support the organisation's CQC registration requirements.

## **Infection Control**

All employees have duties under the Health and Safety at Work etc. Act 1974, and Management of Health and Safety Regulations 1999, which have a bearing on the prevention and control of infection, in particular:

While at work, every CDS employee must take care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

All employees must comply with infection control policies and protocols and recognise their responsibility to their patients and colleagues in maintaining high standards of hygiene practice.

Employees have a duty not to intentionally or recklessly interfere with or misuse anything provided for in the interests of health, safety and welfare.

Employees are required to use correctly all work items provided by CDS, such as machinery, equipment, dangerous substances and safety devices etc. in accordance with the training and instructions they receive to enable them to use the work items safely.

Employees are required to bring to the attention of CDS managers, without delay, any work situation which might present a serious and imminent danger to themselves or others. Employees should notify CDS managers of any shortcomings in health and safety arrangements, even when no immediate danger exists, so that CDS can take what remedial action is necessary.

## **Patient and Public Involvement**

As part of its ongoing commitment to improving patient experience and involving local community members in service development, all employees working for CDS are expected to be proactive in identifying community priorities and issues, in line with the CDS strategy for patient and public involvement.

## **Records Management**

Every employee is expected to keep accurate and well-maintained records that meet the requirements of the CDS records management strategy and in accordance with any relevant legislation, such as the Freedom of Information and Data Protection Acts.