

## PERSON SPECIFICATION

**Post Title: Dental Nurse**

**Group/Department: Oral & Maxillofacial Surgery – CHT**

**AFC ref: PTB0235**

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Oral Surgery experience</li> </ul>	AF / I		
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• National certificate of Dental Nurses or</li> <li>• NVQ 3 in Dental Nursing</li> </ul>	AF / I	Conscious sedation (SAAD) qualification or experience	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to multi-task</li> <li>• Team player</li> <li>• Able to use own initiative</li> <li>• Flexible approach to work/duties</li> <li>• Organisational skills</li> </ul>	AF / I		
<b>Management / Supervision / Coordination skills</b>	<ul style="list-style-type: none"> <li>• Able to work unsupervised and supervised</li> <li>• Work to set procedures / processes</li> </ul>	AF / I		
<b>Written Skills</b>	<ul style="list-style-type: none"> <li>• Able to follow written instructions in English</li> </ul>	AF / I / T		

	<ul style="list-style-type: none"> <li>• Proficient in reading and writing in English</li> <li>• Ability to file numerically using multi digits</li> <li>• Ability to comment on documents such as policies and reports</li> <li>• Ability to produce basic written reports</li> </ul>			
<b>Communication / Verbal skills</b>	<ul style="list-style-type: none"> <li>• Able to speak, understand, receive and issue instructions in English</li> <li>• Able to communicate face to face, by telephone and e-mail in a concise and informative manner</li> <li>• Excellent communication / interpersonal skills</li> </ul>	AF / I / T		
<b>Responsibility for financial and physical resources</b>	<ul style="list-style-type: none"> <li>• Assist with stock control of all consumables</li> </ul>			
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of dental procedures</li> <li>• Knowledge of bio-hazard precautions and procedures</li> <li>• Assisting in general anaesthesia sessions</li> <li>• Assisting in conscious sedation sessions</li> <li>• Evidence of continued professional development (CPD)</li> <li>• IT skills</li> </ul>	AF / I		

<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>• Able to quickly and carefully pass surgical instruments to surgeons</li> <li>• Re-stocking of stock cupboard, requiring bending and stretching</li> </ul>	AF / I		
<b>Mental effort</b>	<ul style="list-style-type: none"> <li>• Frequent requirement for concentration</li> </ul>			
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Exposed to bodily fluids</li> </ul>			
<b>Emotional Effort</b>	<ul style="list-style-type: none"> <li>• Able to deal with patients with challenging behaviour</li> </ul>			
<b>Other</b>	<ul style="list-style-type: none"> <li>• Smart appearance</li> </ul>			