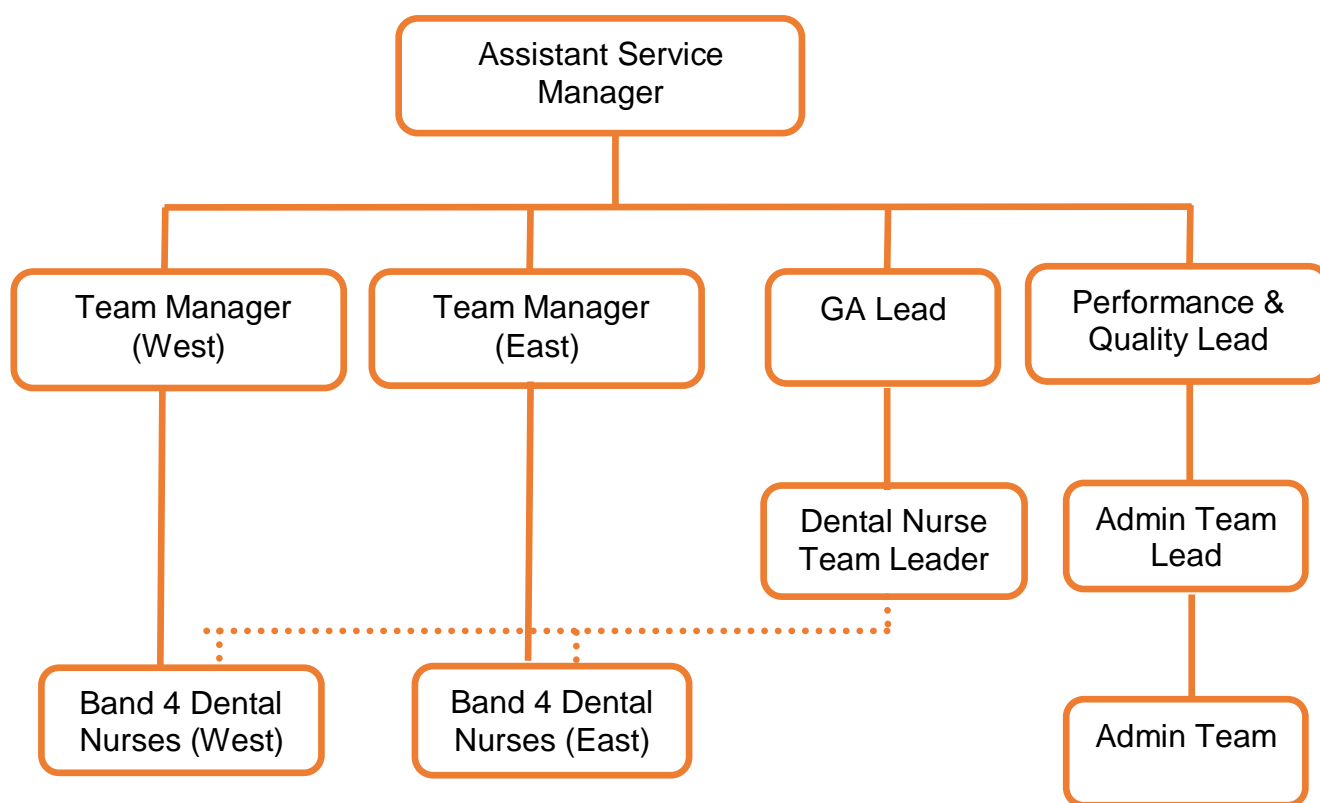


1. JOB DETAILS	
Job title:	Dental Nurse
Accountable to:	Dental Team Manager
Managerially (if required)	Dental Nurse Team Leader
Professionally (If required)	NEBDN Prof Code of Practice & Registration with GDC
Agenda for Change Band:	4
Location:	
2. JOB SUMMARY	
<p>The post holder must hold a recognised dental nursing qualification and be registered with the GDC</p> <p>The post holder will be expected to assist the dental clinician in the clinical treatment of patients, both children and adults, including those who may have special needs, or those who have difficulty accessing NHS dental treatment in their area. They will prepare materials, instruments and equipment for the Dental Practitioner. Responsible for ensuring a high standard of infection prevention control is maintained within the dental clinics.</p> <p>Additionally, they will carry out clerical and administrative duties to ensure efficient operation of the clinic and they will provide day to day supervision for less experienced staff members.</p>	
3. ROLE OF DEPARTMENT	
<p>The Community Dental Services sits within the Community and Children's Directorate.</p> <p>The Community Dental Service provides comprehensive clinical and administrative procedures for patients, both children and adults, including those who may have special needs, whom may have challenging behaviour, communication difficulties, dental phobias, sensitive and / or complicated medical histories.</p>	

4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



5. KEY WORKING RELATIONSHIPS

- Patients and carers
- Clinical Lead
- Service Manager
- Assistant Service Manager
- Dental Team Managers
- Clinician
- Dental Nurses
- Support services, including; Supplies, Finance, IT Services, Estates and Equipment suppliers
- External services, including; GDP's and other referrers

6. DUTIES AND RESPONSIBILITIES OF THE POST

Clinical Duties

The duties expected of a qualified dental nurse are:

- Opening up and closing down procedures for the clinic
- Receive and prepare patients for treatment
- Prepare and monitor patients for and during their dental treatment providing pre and post operative instructions as required

- Ensure correct instruments are available for the session and that the clinical area is set up appropriately prior to treatment adhering to infection control procedures
- Assist with the delivery of oral health instructions
- Provide emotional support for Special Needs/Dental Phobic patients
- Responsible for clearing the surgery after each patient, according to the department's cross-infection control policies, guidance and SSD requirements
- To provide chairside assistance during general anaesthetic exodontia and comprehensive care sessions as required
- Support the clinician in arranging and attending any necessary domiciliary visits
- Stock control / rotation of instruments and dental consumables
- Assistance with maintenance and safety of equipment
- Appropriate disposal of clinical waste (e.g. materials soiled with blood, saliva, vomit) and special waste (e.g. spent X-ray developer and fixer, waste amalgam)
- Provide appropriate care in the event of a medical emergency providing basic life support if required. Annual training is mandatory.

Administrative Duties

- Organisation of clinics as required by a clinician or Dental Team Managers, including assistance with diary planning. (triaging emergency, urgent and routine appointments, maintaining clinical records, appropriate filing and archiving of records, models and radiographs)
- Cash-handling and data handling for clinical and non-clinical activities, required by the service. In accordance with departmental policies and procedures for cash-handling and banking
- Maintain patient records ensuring they are available prior to treatment, updated and stored safely post treatment
- Ordering of dental consumables as required
- Carry out necessary clinic daily check lists
- Completion of SALUS documentation as required
- Completion of SSD documentation as required

Clinical Governance

- Participation is required in all aspects of clinical governance including health and safety, risk management and data collection.

Communications and working relationships:

- The post holder will develop and maintain good working relationships with colleagues within the dental service, HDFT organisation, other NHS establishments and key stakeholders. This may include but not limited to:
- Assist with communication problems which may be presented by patients or their relatives
- Communicate with patients and their relatives in a polite and confident manner, especially where sensitive medical histories (e.g. substance abuse, transmissible diseases, or mental health problems) are revealed. Very young and/or anxious patients and some of those with special needs, such as learning disabilities and challenging behaviour, may have difficulty understanding procedures and instructions. Communications with these patients require tact, empathy and resourcefulness to re-assure and gain co-operation for treatment
- Develop and maintain communication with people, staff and multidisciplinary teams about difficult matters and/or in difficult situations

- Disseminate information to staff, patients where necessary
- Day to day supervision of junior colleagues

This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.

7. WORK SETTING AND REVIEW

The post holder is expected to use their own initiative to plan their workload in line with the duties described above and in conjunction with their line manager.

The post holder is accountable for their own professional practice.

The post holder is expected to work within clinical guidelines and ensure self development and will report directly to the Dental Nurse Team Leader and work closely with the Dental Team Managers.

8. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

Post Title: Band 4 Dental Nurse

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general education with skills in written and oral English and basic maths • NEBDN Certificate and / or an appropriate professional qualification or equivalent • Higher National Diploma level or equivalent experience • Registered with General Dental Council as a Dental Care Professional 	<ul style="list-style-type: none"> • ECDL or similar information technology training • Additional Qualifications in one of the following: Sedation, Radiography or Special Care Dentistry
Knowledge & Experience	<ul style="list-style-type: none"> • Experience as a dental nurse • Worked as part of a dental team e.g. GDP, hospital or other Community Dental service • Understand the principals of confidentiality • Knowledge of general Health and Safety issues including cross-infection control procedure • Up to date knowledge in all areas of dental nursing (including with dental materials and equipment) • Competent in basic MS Office and IT Applications 	<ul style="list-style-type: none"> • Experience of working with patients with special care needs. • Experience of previous dental administration • Experience of working with SOE (Software of Excellence)
Skills and Aptitudes	<ul style="list-style-type: none"> • Interact professionally with individuals • Organised and methodical and professional approach • Excellent communication and interpersonal skills • To be efficient and accurate in record keeping • Enthusiastic / positive attitude 	

Personal Qualities	<ul style="list-style-type: none"> • Good team worker • Flexible approach to work • Able to travel between clinics in order to meet service needs • Empathy with patients and carers 	<ul style="list-style-type: none"> • Ability to diffuse confrontational situations and de-escalation
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PERSON SPECIFICATION AGREEMENT

Post holder

Date

Line Manager

Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.