



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

Job Description

Job Title	Dental Nurse
Department	Maxillofacial and Orthodontics
Division	Surgery
Salary Band	Band 4
Accountable To	Lead Dental Nurse
JOB SUMMARY	
<ul style="list-style-type: none"> To be responsible for providing assistance to the consultants and colleagues in all specialties. To assist and maintain efficient and effective care of patients in line with best practice and current guidelines. To ensure the highest standards of hygiene is always maintained in line with Trust guidelines and policies. To prepare clinical areas with specialist equipment and supplies ready for the Consultant clinic team. Along with preparing clinics in advance to ensure an organised smooth-running department as possible, which will include checking results have been received in time resulting in communication with other departments being required from time to time. If appropriately qualified carry out dental radiological examinations as indicated and adhering to the Radiological Guidelines. 	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> To always act in a professional manner and to ensure that effective communication with patients and/or carers is always maintained regarding all aspects of their treatment. To practice in a manner to promote and safeguard the interests and wellbeing of patients and staff. To work across all specialties within the department providing the necessary professional and technical support and assistance required for all aspects of patient care. If appropriately trained will undertake dental radiography always adhering to the IRMER regulations. (Radiographs to include both intra and extra oral, i.e., orthopantomography and periapical.) Set up all clinic or theatre areas in the appropriate manner ensuring that aseptic techniques are always adhered to. To assist the consultant or dental team, in the consulting room, at the chair side or within the operating theatre environment, ensuring that any relevant paperwork such as case notes, consent forms and x-ray request forms are completed and filed correctly and actioned as required. Assist as either scrub nurse or runner in minor operations theatre always adhering to Local Safety Standards for Invasive Procedures. 	

- Maintain all aspects of health, safety and security within the department. Ensuring personal responsibility is taken to complete mandatory trust training collaborating with your line manager.
- Check emergency support i.e., the oxygen cylinder is working and that the emergency drugs are available.
- Ensure that the instrument tracking system is implemented accurately, all batch stickers being placed in patients notes and that all traceability sheets are completed, whilst taking care to maintain surgical instruments.
- Maintain the highest possible standards of infection control.
- To carry out any other duties as requested by members of the multidisciplinary team, for example taking part in audit and compliance for the department.

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- To provide education and advice to patients regarding their oral health.
- To provide post operative instructions to patients and or their carers.
- When appropriate, to ensure that patients and or their relatives/carers are given accurate, clear education regarding care of orthodontic appliances.
- To undertake or assist, if required any research/audit tasks related to the functioning of the department.

COMMUNICATION

The post holder will be expected to promote sound working relationships with the following:

- Internal: Consultants and other clinical staff, nursing staff, Outpatients, Medical Records and other internal staff
- External: Patients, Relatives, GP Surgeries and staff from other hospitals

PLANNING AND ORGANISATION

- Responsible for acknowledging the safe use and maintenance of specialist dental equipment and instruments.
- To ensure the smooth running of clinical sessions – e.g., coordination of patients and administration.
- Maintain and care for dental instruments and equipment, keeping checks of stock levels of all consumables and inform the individual responsible for ordering at the time.
- Ensure that all instrumentation is processed in accordance with current guidelines and that it is returned in an appropriate manner to TSSU.

BUDGETARY AND RESOURCE MANAGEMENT

Staff management:

- To carry out any other duties as requested by members of the multidisciplinary team.

Day to day Supervision:

- Delegating or allocating work and checking for quality and timely completion
- Refer concerns to line manager e.g., performance, attendance or conduct

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- Opportunities will be provided for the individual to undertake appropriate training and personal development.
- The post holder will be expected to participate in any organised training and take part in the Trust's Appraisal process.
- Maintain GDC registration ensuring CPD is completed and up to date along with a personal development plan.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

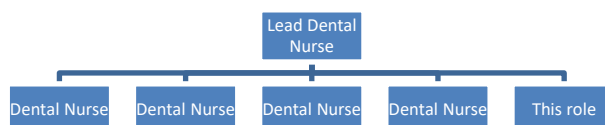
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



Person Specification

Job Title: Dental Nurse	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Registered Dental Nurse with GDC NEBDN qualification or an appropriate professional qualification or equivalent 5 GCSE's or equivalent 	<ul style="list-style-type: none"> Certificate in dental radiography Certificate in conscious sedation/Award in IV sedation Other post qualification certificate
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Experience of working in a clinical setting Able to demonstrate current knowledge and identify own learning needs 	<ul style="list-style-type: none"> Current/previous experience in either hospital or community setting Experience of working in the specialty
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> Excellent communication skills with effective interpersonal skills Well organised, able to prioritise Good listener, ability to give people full attention Maintain accurate patients' files Ability to work as part of a team with the professional approach towards work and colleagues 	<ul style="list-style-type: none"> IT skills – computer literate Ability to work under own initiative without direct supervision being proactive
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> Calm under pressure Able to interact confidently with all levels of staff Motivated and trustworthy 	<ul style="list-style-type: none"> Able to work with the department in a flexible pattern to meet service needs Demonstrate willingness to learn new skills being adaptable to change Responds positively to constructive feedback



Post holders signature: Date:

Managers' signature: Date:

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.