

## Job Description

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**Job Title:** Dental Nurse  
**Function:** Operations  
**Reports to:** Practice Manager

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### The role

The Dental Nurse is responsible for providing chair-side assistance, ensuring that the correct materials and equipment are available during each clinical session and that a high level of care for patients is achieved in line with PortmanDentex purpose, mission and values. The Dental Nurse should perform high-quality dental nursing, whilst assisting each Dentist, Hygienist or Therapist in all procedures safely and effectively following the Code of Ethics of the British Association of Dental Nurses and the GDC's 'Scope of Practice' (or applicable local guidelines).

### Key Accountabilities

#### Operations

- Perform the following procedures on prescription from the dentist:
  - Take radiographs
  - Apply topical anaesthetic
  - Construct mouth guards and bleaching trays
  - Construct vacuum-formed retainers
  - Take impressions
- Perform chaperoning duties for dentists when treating patients.
- Perform the following procedures following appropriate training:
  - Assist in the treatment of patients who are under sedation
  - Carry out shade taking
  - Carry out intra-oral photography
  - Place rubber dam
  - Measure and record plaque indices
  - Pour, cast and trim study models
  - Remove sutures after the wound has been checked by a dentist
  - Construct occlusal registration rims and special trays
  - Repair the acrylic component of removable appliances
  - Trace cephalometric radiographs
- Ensure patient records and personal data are processed in line with GDPR regulations, maintaining confidentiality.

- Liaise with reception to ensure smooth patient communications and transfer of records.
- Ensure NHS administration is completed accurately (where applicable), and filed accordingly within practice or to the Dental Practice Board.
- Follow the ordering procedure to order new stock supplies as necessary.
- Ensure patient records are available for each clinical session.
- Develop and file radiographs and change radiographic solutions as directed.
- Act per the practice policies, rules and code of conduct.
- Perform other duties as necessary for the efficient operation of the practice.
- Assist with the training and development of trainee dental nurses within the practice.
- Attend and participate in practice meetings.
- Undergo training as may be required to develop skills and abilities.
- Attend and complete training in line with the GDC Dental Care Professional registration requirements.

### **Compliance**

- Understand and comply with all health and safety rules and guidance, including PPE, COSHH, SHTM01-05, NHS/HIS, infection prevention and control, waste disposal etc
- Keep the clinical areas and all equipment and instruments clean, tidy and sterile according to the regulatory requirements and company policy following manufacturers' instructions; ensure that they are maintained regularly and in good working order.
- Attend and complete training in line with GDC nurse registration.

### **Patient Journey**

- Drive to deliver and improve the patient journey.
- Ensure the care and welfare of patients during each clinical session.
- Provide chair-side assistance, ensuring that the correct materials and equipment are available.
- Manage stock rotation to ensure adequate stocks of materials and other items within the treatment room.
- Complete laboratory request forms, and keep records of work sent, received and fitted.
- Manage time effectively daily to ensure that any non-clinical time is used to the best advantage of the practice by looking ahead in the diary and advising clinicians and the reception team of any problems, ensuring treatment areas are thoroughly cleaned, and aiding reception with any administration.
- Maintain a professional, clean and tidy appearance.

### **Skills and Experience**

**Essential:**

- GDC Registered.
- Passionate about offering first-class levels of customer service to all patients, visitors and colleagues.
- Demonstrate commercial acumen with an awareness of budgets.
- Competent user of Microsoft Office.

**Desired:**

- Radiography.
- Sedation.

**Date:** August 2024

**Prepared by:** Operations Manager

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