

Job Description

Job Title: Trainee / Apprentice Dental Nurse
Function: Operations
Reports to: Practice Manager

The role

The Trainee / Apprentice Dental Nurse is responsible for providing chairside assistance, ensuring that the correct materials and equipment are available during each clinical session, and that the care and welfare of patients is achieved in line with PortmanDentex goals, whilst working towards a recognised dental nurse qualification.

Key Accountabilities

Operations

- Ensure patient records are available for each clinical session, and that all records and personal data are processed in accordance with GDPR regulations, maintaining confidentiality as directed by the associates;
- Follow the ordering procedure to order new stock supplies as necessary;
- Undertake the training and development required for the nominated dental nurse training qualification;
- Collaborate with practice colleagues to ensure smooth patient communications and transfer of records.

Compliance

- Understand and comply with all health and safety rules and guidance, including PPE, COSHH, HTM01-05, CQC, 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;
- Keep up to date records of all training, mentoring and supervision.

Patient Journey

- Drive to constantly improve the patient journey through PortmanDentex standards for patient care;
- Provide chairside assistance, ensuring that the correct materials and equipment are available and appropriately stocked;
- Communicate effectively with patients, ensuring their welfare is met based on their individual needs and escalating issues where appropriate;

- Assist clinicians in managing time effectively to ensure the desired level of patient care is achieved daily; maintain a professional, clean and tidy appearance at all times.

Skills and Experience

Essential:

- Proficiency in Maths and spoken & written English in line with the required level to undertake the Level 3 Dental Nurse course.
- Enjoy working as part of a team.
- Good communication skills, adapting to individual needs.
- Passionate about delivering excellent standards of patient care.
- A committed approach to learning to perform high quality dental nursing whilst assisting the practice clinical team in all procedures.
- Competent IT skills.

Desired:

- Experience within a public facing role (for example, healthcare, retail, hospitality)

Date: September 2024 **Prepared by:** Practice Manager
