

Job Description

Title: Dental Nurse

Band: 4

Staff Group: Maxillofacial H&N MSK

Reports to: Jackie Bartholomew

Job Purpose:

1. To maintain high standards of patient care and adhere to hospital policy and procedures. To participate in achievement of quantity standards and in quality monitoring, with particular emphasis on waiting times in clinics and on customer care in addition to high standards of clinical care.
2. To prepare surgeries, including preparation of instruments and equipment for all Dental/Surgical procedures.
3. To liaise with and assist clinical, medical and dental staff in all procedures.
4. To attend peripheral clinics, providing nursing and radiography support when appropriate.
5. To provide oral health education to patients on treatment, oral hygiene, dietary needs and other health promotion areas as relevant and to provide information, advice and support regarding their treatment.
6. To ensure medical equipment and instruments are checked, maintained and suitable for their purposes, reporting any defect to the nurse manager and assisting in arrangement for repair and replacement.
7. To make patient appointments when appropriate, inputting data into hospital and departmental information system, and obtaining necessary information from such systems.
8. To report any complaints to the Clinical Nurse Manager, participating in complaints investigation and completing report forms as necessary.
9. To assist in stock control, maintenance of adequate stock levels. Conduct stock takes when required.
10. To participate in departmental Audits and collate information when required.
11. To assist in the training of new Dental Nurses and act as a mentor when required.
12. To attend departmental meetings and training sessions.
13. To use all relevant qualifications gained such as, tracing cephalometric radiographs, taking dental photos, assist in dental implants and the taking of dental radiographs.
14. To participate in individual performance reviews.
15. To adhere to all health and safety policies and be aware of all policies and procedures within the department/trust.
16. To undertake any other appropriate duties as maybe assigned by clinical nurse manager and/or Clinical Director.

Key Responsibilities

1. Provide and maintain high standards of care for all patients with physical disabilities and patients of the unit severe/complex medical conditions, including cancer.
2. To liaise and support MDT in a flexible and friendly manner.
3. To provide patients with support and to maintain high standards of patient assistance including treatment and care, adhering to hospital and dental progress reports nursing procedures.
4. Preparation of surgery to include Maintain the professional approach necessary instruments and equipment required by the Department.
5. To undertake the care and cleaning of Maintain the Trust standards in infection the instruments used. Reporting all items control in need of repair or replacement.
6. To keep the Nurse Manager informed.
7. Maintains professional approach to any complaints or difficulties working, ensuring good service in dealing with patients is continued.
8. Participate in achieving quality Maintain high standards and customer care standards and quality monitoring,

with particular emphasis on waiting times providing statistical information as in clinics required.

9. Participate in in-house and external education and to maintain personal development and training sessions as required.

10. To take part in Individual Performance Reviews to maintain career development.

11. To be aware of all emergency policies and procedures of the Department and Trust.

12. Ensure personal and patient safety procedures are followed at all times.

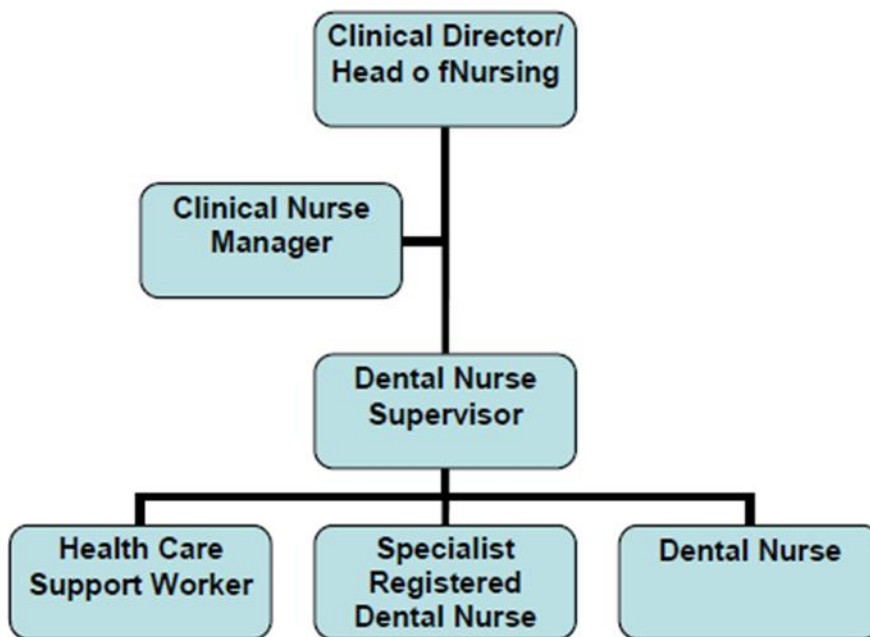
13. To be fully aware of all Health and Safety requirements of the Department and Trust.

14. To be confident and able to work in the other clinics should the need ever arise to maintain the smooth running of. Department.

15. To notify the Nurse Manager of any forthcoming absence giving at least six weeks notice.

16. Ensure smooth running of clinics is maintained.

Organisational Chart



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility



Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Person Specification

Essential

- Registered Dental Nurse
- Must have experience in all clinical aspects of Dental Nursing.

Desirable

- Experience in Oral Surgery, advanced restorative dentistry and orthodontics.
- Hospital experience or previous experience of cancer patients is preferred but not essential.

Skills and Knowledge

Quality of Care (Trust value)

- Patient understanding and caring attitude
- Excellent interpersonal and communication skills
- Knowledge of infection control

Respect and Dignity (Trust value)

- Respects the privacy and dignity of all patient's relatives and carer's
- Demonstrate awareness of equality and diversity.

Working Together (Trust value)

- Respectful toward all colleagues and team member's
- Ability to work effectively within the wider multidisciplinary team
- Able to work well under pressure adapting as needed.

Efficiency (Trust value)

- Demonstrate good organizational skill
- Flexible in approach to service delivery
- Understand the need to work to improve efficiency to reduce waste

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: