

Job Description

Job Title: Dental Nurse

Name:

Purpose of the Job: To carry out nursing duties throughout the practice, assist with reception, to carry out any clerical duties as required and perform such tasks as reasonably requested by the Practice Manager.

Responsible to: Practice Manager

Accountable to: Group Operations Manager

Employment Duties:

- To perform high quality dental nursing whilst assisting the dentists or therapist s/he has been appointed with, in a safe and effective manner in accordance with the 'Code of Ethics' of the British Association of Dental Nurses and the GDC requirements and recommendations to the dentists and their staff. The performance of these duties is under the reasonable directions of the Practice Manager, made known from time to time as appropriate
- To establish and maintain productive working relationships with all members of the dental team
- To ensure that the surgical areas and equipment are regularly cleaned and maintained, including aspiration systems and autoclaves, paying all due attention to relevant legal and ethical codes, in addition to the practice policy in respect of cross infection control and Health & Safety
- To keep accurate records and ensure the recording methods are used in line with agreed practice policy, current medico-legal guidelines and recommendations from official bodies
- To liaise with the Practice Manager on all matters concerning administration, pay and service conditions.
- Support and participate in practice meetings, KPI's and CQC
- Maintain a professional look at all times, in line with our Uniform and PPE Policies
- To assist at reception and perform other clerical duties if required.

Key Tasks:

Surgery:

- Set-up and prepare the surgery for the type of patient and treatment planned before the start of each session
- Undertake necessary start up and end of day tests, keeping all necessary recordings in accordance with HTM 01-05 guidelines

- Prepare the necessary materials and instruments
- Provide clinical assistance to the dentists/therapist while treating the patient, under his/her supervision
- Take all reasonable methods to ensure patient comfort
- Continually interpret the needs of the patients and dentists or therapist, and deal with them promptly and efficient
- Assist in the correct procedure for dental radiography including processing and mounting, following IR (ME)R 2000 and I.R.R. guidelines at all times
- Ensure safe disposal of sharps and clinical waste
- Check patients medical history information is up to date and advise the dentists or therapist of any problems s/he has noted
- Chart and update patients records on the computer as necessary, and assist the dentists or therapist in the completion of records
- Clean and sterilise all equipment/instruments and working surfaces to the required standards at the end of each session, including the sterilising room
- To make certain that an efficient link with the dental laboratory is upheld to prevent delays in the dispatch and receipt of work
- Follow all practice policies and procedures
- Follow Health & Safety Codes, C.O.S.H.H and R.I.D.D.O.R. guidelines at all times, including when taking x-rays, handling mercury, disposing of sharps and clinical waste, resuscitation, emergency procedures and fire drill
- Comply all dental ethical guidelines including all rules on confidentiality, Data Protection and Safeguarding Protection
- Report equipment failures or breakages to the Practice Manager, so that action may be taken to remedy any defects
- Monitor and maintain stocks within the dental surgery as necessary, informing the Practice Manager and liaising with the dentists and therapist over necessary orders, and warning of any shortages of materials in the stores
- To maintain and increase competence in nursing skills by actively following a programme of Continuous Professional Development (CPD)
- Perform any other tasks as reasonably requested by the Practice Manager
- Communicate appropriately and sensitively with patients who may be fearful, vulnerable, have sensitive concerns or have special needs i.e. physical and learning difficulties, elderly, deaf, blind or for who English is not their first language
- Assist in the care of a patient during a medical or dental emergency
- Undertake all mandatory training courses and maintain statutory obligation

- To carry out any other duties requested by the employer to ensure that patients receive a high quality of patient care. To be flexible with your duties to ensure the smooth running of the practice.

Reception:

- Meet and greet patients with a professional friendly manner
- Answer telephone calls and queries, booking , changing or cancelling appointments as necessary
- Ensure that reception runs smoothly
- Keep a record of daily taking, as well as update patients finance records on the computer system
- Cash up after the morning and afternoon session daily, and check that it coincides with the daily takings, record and file as necessary
- Complete necessary daily checklist

Business Planning/Training,

- Meet regularly with Practice Members to discuss aspects of the service and to consider improvements.
- Contribute to agreed business objectives happen, and monitor achievements.
- Support allocations from all staff on the marketing plan.
- Maintain awareness of new developments and dental techniques, which may involve attending courses and/or training, and ensure that this information is passed onto to the other Practice Members.

Practice Management

- Have sufficient knowledge to competently carry out the following procedures; taking money from patients, banking.
- Ensure that medical and emergency procedures, fire procedure, accident reports are maintained.

Any other duties which may be reasonably requested.

All Practice Members

- Ensure the practice is clean and tidy at all times.

HEALTH AND SAFETY

All Practice Members are required to acquaint themselves with health, safety and fire regulations and the accident notification system, whilst taking all possible steps to safeguard the health, and welfare of staff, patients and colleagues during working hours, in accordance with the Health and Safety at Work Act 1974.

CONFIDENTIALITY

All Practice Members should be aware of the need to preserve strict confidentiality in dealing with patients and should not disclose information obtained in confidence except to authorized persons or organisation as instructed.

EQUALITY & DIVERSITY

It is the responsibility of all employees to support the PCT's vision of promoting a positive approach to diversity and equality of opportunity to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the our Equal Opportunities Policy.

DATA PROTECTION ACT 1998

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerised or manual, is kept secure at all times. This includes data relating to patients and other members of staff. Data must not be disclosed to any unauthorised person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

CONFIDENTIALITY

The jobholder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorised person. Any such instance would result in dismissal.

REHABILITATION OF OFFENDERS ACT 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the PCT but must be declared in writing at the appropriate stage during the recruitment process.

NO SMOKING

The Practice has a no smoking policy on the Practice premises.

Terms of Employment: Your hours of work will be between the hours of 8am – 6pm Monday - Friday with one hour unpaid lunch. The successful applicant will require a CRB check, which will be reimbursed by the employer, and must show proof of registration and all inoculations, including Hepatitis B.

You may be occasionally required to travel between our practices to cover for holidays and sickness.

Statement of Responsibilities

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

I confirm I have read and understood my job description

Name:

Signed:

Date:

PERSON SPECIFICATION

DENTAL NURSE

QUALITIES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Registration with the General Dental Council • National Certificate in Dental Nursing or NVQ Level 3 Oral Health Care • Or equivalent 	<ul style="list-style-type: none"> • Additional post certificate qualifications in: • Dental Radiography • Oral Health Education • Special Needs Dentistry
Experience	<ul style="list-style-type: none"> • Relevant level of experience working in a dental environment. • Experience of HTM01-05 working procedures 	<ul style="list-style-type: none"> • Previous reception experience • SOE Exact software
Ability	<ul style="list-style-type: none"> • Good interpersonal, oral and written communication skills • Appropriate IT Skills • Familiar with dental software package • Reception skills • Ability to prioritise tasks • Willingness to study and learn new skills • Good time management skills • Proactive approach 	<ul style="list-style-type: none"> • Evidence to suggest continuous professional development • Ability to supervise students
Personal Attributes	<ul style="list-style-type: none"> • Ability to calm and reassure nervous or anxious people • An interest in the welfare of patients, with a mature, friendly, confident and caring nature • To be Punctual • To be honest, trust-worthy and reliable • Enthusiasm and flexible attitude • Ability to use own initiative • Well Presented • Positive attitude • Professional Manner • Organised • Patient Focused 	

Team Work	<ul style="list-style-type: none">• Partnership proactive approach to team building• Must be able to work well with others and be supportive	