

JOB DESCRIPTION

JOB TITLE: Dental Nurse
DEPARTMENT: Dental Service
REPORTS TO: Dental Nursing and Administration Manager
JOB NO:

1. PURPOSE OF THE JOB

To assist the Consultants and Dental Officers in delivering a high standard of dental care to all patients in a professional, safe and caring environment within the Department and in the community setting.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 Provide a high quality dental nursing service ensuring the safe treatment of patients and the least amount of anxiety in line with the professional codes of practice.
- 2.2 Ensure all equipment and materials for use at chair side are properly maintained and sterilised for any operation/treatment in progress.
- 2.3 Develop and maintain good working relationships with both children and adults in the Dental Clinics and throughout all in patient and out patient treatment. Ensure that all patients are adequately instructed on pre and post operative care relating to various forms of dental treatment.
- 2.4 Take and process various Dental Radiographs to assist and support the Consultants and Dental Officers diagnosis of treatment needs for patients in accordance with the current rules and regulations as laid down by the Ionising Radiation Regulations 1988.
- 2.5 Conduct Nurse lead clinics to deliver a tailor made service to patients by either one to one care or in a group setting promoting dental health by instruction and dietary advice for parents/carers.
- 2.6 Assist and conduct, alongside a visiting Consultant in Dental Public Health, epidemiology studies to collect data and monitor dental care in both primary and secondary schools
- 2.7 Deliver a specialised service to the Orthodontic Consultant by taking study models, photographs and conducting oral health instruction specific to the patients' appliances.
- 2.8 Assist the Consultants and Dental Officers in the Day Surgery Unit and Main Theatres in carrying out surgical procedures under general anaesthetic.
- 2.9 Prepare any medical records, radiographs, pathology reports, patient models etc. to facilitate the clinics whilst maintaining the highest level of confidentiality. Ensure all information is readily accessible and that all documentation complies with both professional and legal requirements.
- 2.10 Liaise closely with other members of the Dental staff, Consultants, Dental Officers, Nurses and administrative support staff to ensure care of patients in clinics are conducted effectively

and efficiently. Liaise with other specialities within the hospital for complete continuity of care for patients with multiple treatment needs.

- 2.11 Assist the Dental Officers in conducting the School Screening Programme, liaising with School Secretary's to organise visits and complete any documentation/administration which supports this function.
- 2.12 Participate in the induction and orientation of new and temporary staff to the Dental Department. Participate in Audit/Training days held within the Hospital through individual Performance Review, structure further professional development.
- 2.13 Assist in the maintenance of adequate stock levels of all materials and equipment needed to ensure the essential functions of the Department.

3. DIMENSIONS

Financial: None

Staff: None

Relevant Statistics: Average number of patients per annum: 14,500

4 KNOWLEDGE AND EXPERIENCE REQUIRED

The postholder will be educated to a minimum of A level standard. It is essential that a fully trained, qualified Dental Nurse will have obtained the Registered Dental Surgery Nurse Certificate. He/she should hold or be studying towards the following qualifications - Oral Health Certificate, Certificate in Dental Radiography, Registered Orthodontic Nurse Certificate and the Certificate in Conscious Sedation. In addition, the postholder must hold registration on the National Registry for Dental Nurses as this is essential for attending any post qualification courses. He/she will have thorough knowledge of dental disease and possess the ability to teach and demonstrate oral health and be trained in sterile procedures and protocols in these areas.

It is also essential that the postholder has excellent communication skills as he/she will be dealing with both children and adults who are distressed/upset. The postholder must be able to work effectively as a member of multi-disciplinary team with Consultants, Dental Officers, Nursing staff and patients' relations.

The postholder must possess seasoned administration skills together with good I.T. skills, preferably holding the European Computer Driving License, (ECDL).

5. ORGANISATION CHART

See attached chart

6. JOB CONTEXT

It is envisaged that the Dental Department will be able to appoint unqualified postholders and provide both in-house and external training in order that they may gain the necessary qualifications. In this case, the staff would be appointed to a lower grade, on a trainee progression and once all necessary exams have been attained, they will be appointed to the full grade of the job.

The Dental Department is made up of three different specialities – Community, Orthodontics and Restorative. The Dental Department deals with over 14,000 patients per year on an inpatient and outpatient basis. As this position is within a hospital environment, the nature of the work requires not only specialised knowledge, but also sensitivity, compassion and discretion. When dealing with the personal details of the public, it is imperative that a high degree of confidentiality is maintained.

7. VERIFICATION

I confirm that the job description is a true reflection of the job as at today's date.

Signed _____
Postholder

Date: _____

Signed _____
Line Manager

Date: _____

Signed _____
Divisional Manager

Date: _____

Signed _____
Chief Officer

Date: _____