

# Dental Nurse

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

Post – Dental Nurse

Division – Surgery

Department – All dental departments

Band – 4

Salary- £25,147-£27,596

Contract – Permanent

Location – Bristol Dental Hospital & South Bristol Community Hospital

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

#### Job Purpose

The post holder will carry out a full range of dental nursing duties and provide high quality dental care. Supporting a 'four handed dentistry' approach, you will anticipate the clinician's needs and any potential complications which may arise. This will include assembly of equipment, mixing dental materials and holding instruments in position during procedures. Additionally, you will undertake specialist and complex tasks using your skills obtained through post qualification certification and training e.g., conscious sedation, special care dentistry, oral health education and dental radiography. You will support the quality, safety and transformation of patient experience within your designated dental service and will be able to work flexibly across other dental services, including those delivered in satellite centres within the community.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values. 'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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### Main Duties and Responsibilities

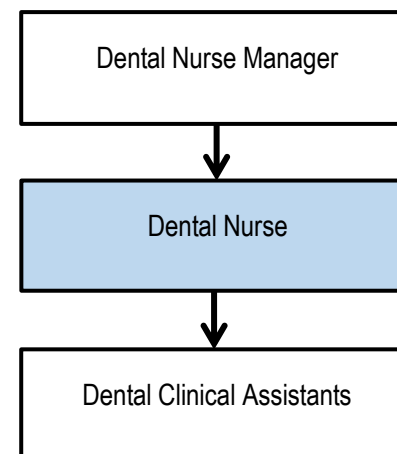
#### ***Communication and Relationships***

- Communicate effectively and efficiently with relevant clinicians and staff.
- Reassure nervous and new patients, identify where there may be communication difficulties.
- Confidently explain dental procedures and treatments to patients.
- Demonstrate politeness, courtesy and sensitivity when providing care for patients, relatives, and colleagues.
- Contribute to sharing good practice within the designated dental service as appropriate.
- Promote a positive image of University Hospitals Bristol & Weston NHS Foundation Trust.
- Maintain a good working relationship with work colleagues.
- Exhibit professional behaviour and attitude in line with the Trust Code of Conduct.

#### ***Patient Care***

- Actively participate in the departmental safety briefings and undertake individual patient WHO checklist to maintain patient safety and reduce the risk of harm.
- Monitor and maintain a high standard of cleanliness and infection control in line with current codes of practice and Trust policy.
- Support a 'four handed dentistry' approach throughout the patient's treatment anticipating the clinicians needs and any potential complications which may arise. This will include assembly of equipment, mixing dental materials and holding instruments in position during procedures.
- Undertake specialist and complex tasks using skills obtained through post qualification certification and training e.g., conscious sedation, special care dentistry, oral health education and dental radiography.
- Identify each patient's medical, dental, and personal needs, including chaperone requirements, across a wide range of treatments and procedures, providing pre, peri and post procedure advice.
- Advise, triage, and prioritise dental emergency patients to ensure they receive the most appropriate care in a timely way.
- Provide clinical support and supervision for less experienced staff.
- Work without supervision and be accountable for own professional actions.
- Maintain accurate patient records, ensuring correct filing and storage.

### Organisational Structure



### Key Relationships

- All Dental Service teams
- Estates, Facilities and Housekeeping colleagues
- CSSD team

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- Undertake administrative duties as required using the Medway system, and other IT systems as appropriate.
- Promote a culture of patient safety by raising concerns to the line manager and using the incident reporting system.
- Always demonstrate respect for privacy, dignity and confidentiality of all patients and colleagues.

### **Organisation and Planning**

- Ensure own dental unit is prepared and ready at the start of the clinical session, and resources (eg. stock) are utilised appropriately and consistent with Trust policies
- Check the emergency trolley/drugs in line with Trust policy.
- Identify faulty equipment and log with MEMO/Agility.
- Prepare dental instruments for transportation in line infection control, decontamination, and patient traceability processes i.e., as part of HTM105 or appropriately decontaminate and sterilise dental instruments
- Maintain stock levels within own service, using the computerised ordering system.
- Safely handle hazardous and toxic waste within COSHH guidelines.
- Follow Trust policies and procedures and comply with those relevant to own role/clinical service.

### **Professional Development and Education**

- Provide clinical supervision to student dental nurses and less experienced staff.
- Participate in own service audits/updates.
- Continue own professional and personal development by remaining up to date with changing practices.
- Participate in training, use educational facilities, and engage in annual appraisal/check-in.
- Ensure own statutory and mandatory training is completed in line with Trust policy.

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**Personal Profile** - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Experience of a range of dental nursing work procedures and practices (E)
- Experience of assisting with a diverse range of patients (D)
- Experience of a variety of settings i.e., hospital, community clinic, NHS/Private Practice (D)

### Skills and Abilities

- Able to work effectively with others as part of a team (E)
- Ability to work under instruction and show initiative by prioritising and organising workload (E)
- Competent in operating a computer (E)
- Good communication skills (E)
- Ability to carry out routine/repetitive activities (E)
- Ability to prioritise (E) • Ability to stand for long periods of time (E)
- Dexterity – ability to handle/manoeuvre equipment/instruments across a wide range of sizes, weights and environments (E)
- Manual handling – ability to manoeuvre trolleys and instrumentation boxes in line with trust policy (E)

### Aptitudes

- Good communication and interpersonal skills at all levels (E)
- Enthusiastic, highly motivated, and able to inspire others (E)
- Ability to manage self and exhibit skills, including self-awareness, self-management, and drive for improvement (E)
- Analytical (E)
- Personal resilience (E)
- Flexibility e.g. changing rota duties (E)
- Able to use own initiative (E)
- Able to work under pressure to meet deadlines (E)
- Team player (E)
- Innovative (E)

### Qualifications and Training

- National certificate in Dental Nursing or NVQ level 3 Dental Nursing qualification (E)
- Valid GDC registration (E)
- Post registration qualification in Conscious Sedation, Special Care Dentistry, Oral Health Education, Dental Radiography, Implantology or Orthodontics (D)
- Completion of enhanced dental nurse courses such as fluoride application (D)

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.