



## Job Description

Job Information		
	<b>Job Title:</b>	Registered Dental Nurse
	<b>Directorate / Service:</b>	Dental Directorate/ ACHT Division
	<b>AfC Band:</b>	4
	<b>Accountable to:</b>	Directorate Manager
	<b>Reports to:</b>	Dental Matron
	<b>Base Location:</b>	As Directed
	<b>AFC Job Code:</b>	NM.DS.R0002
	<b>ESR Position Number:</b>	
<b>Job Summary</b>		
<p>To provide the highest quality dental nursing support to clinical staff and students within the department. The Dental Nurse will be expected to work with the minimum of supervision, using their own initiative, and carry out the duties in such a way as to make a direct and positive contribution to the organisation for the work and so aid the medical and dental staff and students to maximise the use of their time.</p>		
<b>Key responsibilities</b>		
<p>Reception of patients.</p> <p>Recording of treatment, including charting from the clinicians instructions and other associated clerical work.</p> <p>Preparation of filling materials, impression materials, instruments, equipment, dressings and syringes.</p> <p>Clearing away used instruments and materials and keeping the treatment area clean whilst adhering to the highest Infection Prevention and Control procedures</p> <p>Medical emergency treatment for collapse, eg coronary attack, fainting, bleeding tooth socket, epilepsy etc.</p> <p>Assisting at preparation for investigations, eg x-ray procedures, blood tests and bacteriological tests.</p> <p>Triage of patients attending for emergency treatment.</p> <p>Management of children attending the clinic.</p> <p>Providing the patient with pre and post-operative instructions and information prior to safely discharging the patient following, all types of dental treatment and minor oral surgery, and ensuring that the instructions are fully understood.</p>		

Care and minor maintenance of equipment such as high speed drills and equipment utilised within the dental environment

Assisting dental staff with all methods of treatment and surgical procedures working in all areas of the Hospital when necessary, including barrier care.

Communicating with other departments within the Hospital when necessary, ensuring that patients' further treatment is arranged.

Maintaining stocks in cupboards, clearing cupboards and checking expiry dates on bottles and reordering stocks as necessary.

In conjunction with nursing and dental staff, taking part in the introduction of trials of new equipment.

The post holder shall as necessary provide cover for and undertake duties of absent colleagues.

The post holder shall follow all the policies and procedures of the organisation.

### **Clinical Governance / Quality**

To provide the highest quality of nursing care to all clinical staff and students within the Trust

### **Education and training development**

Supporting the development and training of dental students and post graduate trainees as appropriate.

Supporting and assisting in the training of Trainee Dental Nurses, as appropriate

### **Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

<b>Values and Behaviours</b>
<p><b>We are Caring</b></p> <p>We are kind to each other and always show compassion to ourselves and others.</p> <p>We know we are doing this when:</p> <ul style="list-style-type: none"> <li>• We are always <b>kind</b> and <b>compassionate</b> to ourselves, our patients, families and colleagues;</li> <li>• We <b>recognise</b> and <b>appreciate</b> each other, taking pride in working here and our contribution to success;</li> <li>• We are <b>professional</b> and always seek to deliver the best standards of care.</li> </ul> <p><b>We are Fair</b></p> <p>We treat people equitably and value their differences.</p> <p>We know we are doing this when:</p> <ul style="list-style-type: none"> <li>• We value <b>everyone</b> for their unique contribution and we embrace diversity;</li> <li>• We are confident in <b>speaking up</b> and we support all our colleagues to do the same;</li> <li>• We are <b>open and honest</b>.</li> </ul> <p><b>We Are Innovative</b></p> <p>We work as a team to continuously improve the way we deliver and transform health care.</p> <p>We know we are doing this when:</p> <ul style="list-style-type: none"> <li>• We <b>continuously improve</b> the services we deliver and pioneer new ways of doing things;</li> <li>• We <b>learn from mistakes</b>, striving to ensure we get things right first time;</li> <li>• We <b>create and share knowledge</b> with each other, patients and our professional communities.</li> </ul>
<b>Infection Prevention &amp; Control</b>
<p>All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.</p>
<b>Confidentiality</b>
<p>Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.</p>
<b>Freedom of Information</b>
<p>In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.</p>
<b>Health and Safety</b>
<p>All employees have a duty to take reasonable care to avoid injury to themselves or to others and</p>

to co-operate with the Trust in meeting its statutory requirements.
<b>Safeguarding Children and Vulnerable Adults</b>
All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.
<b>IT Skills</b>
All staff are expected to have a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.
<b>Records Management</b>
All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.
<b>Information Quality</b>
All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.
<b>Professional Responsibility</b>
As per any required registration and LUHFT policy
<b>Clinical Responsibility</b>
To provide the highest quality dental nursing support to clinical staff within the department
<b>Administration Responsibility</b>
n/a
<b>Research</b>
Participates in audit
<b>HR Management</b>
Demonstrates own duties to others
<b>Financial Responsibility</b>
Maintaining stocks

## Change of Job Description

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.



**Liverpool University Hospitals**  
NHS Foundation Trust

## Person Specification

Job Title:		Registered Dental Nurse			
AfC Band:		4	AfC Job Code:	NM.DS.R0002	
Person Specification					
	Qualifications		Essential	Desirable	Assessment
1	Registrable Dental Nurse qualification or NVQ Level III in Oral Healthcare		√		
2	Must be registered with the General Dental Council as a Dental Care Professional		√		
3	Post qualification certificate(s), eg Radiology, Sedation, Orthodontics, Oral Health			√	
4	Further qualifications in basic first aid, health & safety, manual handling			√	
5	Evidence of maintenance/updated relevant Continued Professional Development		√		
	Experience		Essential	Desirable	Assessment
6	Demonstrable recent experience of working as part of a dental team		√		
7	Experience in a hospital setting			√	
	Knowledge		Essential	Desirable	Assessment
8	Interest in oral health promotion			√	
9	Up to date knowledge of the NHS as it relates to dentistry			√	
10	Knowledge of new strategies in dentistry			√	
	Skills		Essential	Desirable	Assessment

11	Excellent interpersonal oral and written skills	√		
12	Ability to communicate effectively with patients, carers and staff at all levels	√		
13	Basic IT skills	√		
14	Ability to prioritise tasks	√		
15	Ability to work as part of a team	√		
	<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
16	Empathy with all patient groups, including those with special needs	√		
17	A willingness to accept that flexibility is required to meet the changing needs of the NHS	√		
18	Pro-active approach to team building		√	