

Job description

Position:	Qualified Dental Nurse
Division:	Surgical Directorate
Responsible to:	Clinical Lead for Dentistry
Responsible for:	Delivering patient care
Reports to:	Team Leader Dental Nursing Services
Salary:	As per AFC pay point
Band:	4
Location:	East Surrey Hospital
Hours of work:	37.5 per week
Disclosure required:	Enhanced DBS

Job purpose

To support the delivery of a safe, effective and high quality dental service by working alongside Dental Surgeons/Consultants in a variety of clinical settings, to deliver patient focused care

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.

Our objectives

1. **Safe** – Deliver safe, high quality care and improving services which pursue perfection and be in the top 20% of our peers
2. **Effective** – As a teaching hospital deliver effective and improving sustainable clinical services within the local health economy
3. **Caring** – Work with compassion in partnership with patients, staff, families, carers and community partners
4. **Responsive** – To become the secondary care provider of choice for our the people of our community
5. **Well led** – To be a high quality employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model

Key working relationships

- Dental team leader;
- clinicians;
- dental nursing colleagues
- Matron for Peri-Operative Services
- Clinical Lead for Dentistry

Main duties and key responsibilities

- To assist in the care and management of patients including giving antibiotic cover under the direction of the clinician. Ensuring a sensitive approach and maintaining a high standard of patient care.
- To assist in chairside procedures within the Department.
- To undertake safely and effectively decontamination and preparation of instruments ready for central sterilisation. Prevent cross infection or damage to instruments and equipment in compliance with the Trust's Cross Infection Policies.
- To demonstrate knowledge and understanding of dealing with, on a daily basis, hazards such as: radiation, sharps, chemical spillage including mercury, exposure to body fluids, burns/scalds and challenging behaviours.
- To have and demonstrate knowledge and awareness of the dangers of frequent exposure in dealing with patients with complex medical histories including HIV, HBV, MRSA which may

require specialist and/or complicated procedures in compliance with COSHH/RIDDOR/Health & Safety Regulations.

- To deal with emotional and distressing situations involving dental phobics, children, the elderly, patients with physical/learning disabilities and/or mental health problems. Knowledge of how these factors can impact on dental treatment is essential and requires excellent communication and inter-personal skills.
- To record accurately as directed the conditions of the oral cavity and the necessary treatment on the appropriate chart, laboratory, radiographic forms, maintaining confidentiality at all times.
- To prepare local anaesthetic syringes appropriate to the medical requirements of the individual patient and the treatment being provided.
- To prepare correct quantities of materials in accordance with the manufacturer's instructions ensuring that they are used to best effect.
- If appropriately trained and qualified, to take and develop intra-oral and extra-oral radiographs as prescribed by the clinician.
- To have knowledge of day-to-day maintenance of dental instruments, high speed hand pieces, suction units and all other appropriate equipment ensuring it is working effectively.
- To control an efficient appointment diary and ensuring accurate information including patient data is inputted to relevant in-house IT systems. To communicate effectively with patients on the telephone answering any queries and taking payments using various methods of issuing receipts.
- To process specific x-ray films and have understanding of the x-ray developer including maintenance of the equipment, changing and cleaning of chemicals in accordance with COSHH Regulations.
- To liaise with all clinicians within the Department, Community Dentists at the peripheral clinic, technical, nursing and clerical staff, to provide a reliable team approach in the provision of total patient care.
- To recognise and assist with the management of dental/medical emergencies
- To move and handle patients and dental equipment such as: wheelchairs, gas cylinders, domiciliary equipment, emergency equipment, trolleys.
- To act as chaperone where necessary.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

- To work independently within the clinical and professional guidelines and policies laid down by the Trust and by the GDC professional code of conduct.
- Any other duties which become necessary to ensure the smooth running of the department commensurate with the grade of the appointee.
- To carry out duties in a courteous and sympathetic manner at all times.
- To contribute to implementation of Clinical Governance issues within the Department.
- To maintain an interest in updating dental and postgraduate knowledge as required.
- To maintain DCP registration with the General Dental Council and associated CPD

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of disclosure of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their

area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding Vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the Medical Director's Office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

Essential	Desirable	Evidenced by
Qualifications		
Registered Dental Nurse with the General Dental Council	First Aid Certificate One or more post qualifications in the following areas - Dental Radiography, Conscious Sedation, Special Care, Orthodontics, Oral Health Education	Certificate
Experience		
Minimum 1 years post registration Dental Nurse experience	Previous experience of hospital based team working	

Knowledge, Skills and Competencies		
Good communication and team working skills Ensure confidentiality	Computer literacy Good written and spoken English	
Behaviours and Values		
Keen and enthusiastic Flexibility in shift/working patterns to meet the needs of the service Is able to participate as a team member Is of good health and good character as per GDC requirements Willing to accept additional responsibilities as delegated by senior staff Displays SASH Values: Dignity and Respect One Team Compassion Safety and Quality		Application and Interview