



Job Description

Job Title:	Dental Nurses Permanent Part Time
Band:	Band 5
Hours:	33 hours (Flexible day off) post x2
Base:	Luton & Dunstable University Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Head of Nursing, Group 4a
Terms and Conditions of Service:	Currently those of Agenda For Change and other local agreements

OUR VALUES





JOB SUMMARY

OMFS Department is the Hub for head and neck cancer and major surgery in Bedfordshire, Herefordshire and Buckinghamshire. The Department is a well-established service which is consultant led and provides acute medical, orthodontic, restorative and surgical treatment to patients within the areas.

We are currently seeking highly motivated, committed and enthusiastic registered dental nurses to join our OMFS team to provide high standard of care to patients with a variety of complex needs. We welcome experienced dental nurses from NHS or private dental practices to apply for the posts. We are committed to provide a variety of training to personal development to enhance your skills and career progression. We support work, life balance by providing flexible working opportunities which to be discussed in interview. Working in the NHS we offer 27 days (pro rata) of paid annual leave with additional bank holidays, parking, reward schemes, discounted train and buses fares, employee support, staff recognition, staff discount in staff Canteen. We also support dental nurses by paid CPD annual subscription from Agilio Dental Training which costed £34 annually. This helps dental nurses to meet with the GDC annual CPD requirement for registration renewal.

OMFS Department provides a friendly and welcoming environment, providing great opportunities and support to newly joined staff. A comprehensive induction programme and a work buddy will be assigned to the successful candidates.

We have a diverse team including nurses, dental nurses and HCA's .You are invited to apply and join us to develop and enhance your dental skills. You will be supported by the team during your induction programme. New learning will be identified throughout your employment to support your development.



For further information or to organise an informal visit please contact Senior Dental Nurse Manager Michelle Murley. 01582 718061

About the job

The successful candidate will require excellent clinical and communication skills to work within the department and multi-disciplinary team members.

You will be expected to carry out all relevant forms of care without direct supervision once a period of training/ induction has been achieved.

KEY RESPONSIBILITIES

Clinical

1. Prepare the clinical areas including preparation of instruments, materials and equipment required for all surgical, orthodontic or restorative procedures.
2. Work alongside with Consultants, Specialty Doctors and Dental Core Trainees with surgical procedure under local anaesthesia or general anaesthesia with related training and competencies completion.
3. Chair side assisting Orthodontist for all orthodontic treatment and provide oral health education to patients and patient's relative.
4. Chair side assisting Restorative Consultants in restorative dentistry including all related treatment and dental implants.
5. To support Consultants and clinicians in outpatients clinics. Supporting patients for a smooth assessment by identifying special requirement or patient's need prior to future treatment/ procedure.
6. To support and give patients or patient's relative with verbal and written instructions prior to and following any oral surgeries.
7. Advise, triage and prioritise patients with special needs to ensure they receive appropriate care without delay in all areas.
8. Demonstrate the ability to recognise, respond and attend medical emergency after completion of training on basic life support with the support of the team.



9. To demonstrate knowledge and understanding of dealing with patients with complex medical history.
10. Maintain good communication and work closely with a disciplinary team to ensure patient's treatment to be completed as planned.
11. Maintain high standard of cleanliness in clinical and non-clinical areas. Comply with the infection control Trust Policy and local protocols.
12. Undertake any other appropriate duties as may be assigned by the Senior Dental Nurse, Lead Nurse and Senior Sister due to skill mix and staffing.
13. Demonstrate knowledge and awareness of dealing with hazards & dangerous substances such as: radiation, sharps, chemical spillage including mercury and the disposal of clinical waste and comply with the Trust Policy.
14. Escalate any concerns and report incident to Senior Staff and complete the incident report approximately in a timely manner.
15. The post holder will be expected to carry out all relevant forms of care without direct supervision and is required to demonstrate procedures, supervise qualified and unqualified staff while maintaining a safe environment.
16. Demonstrate various skill enabling you to be adaptable to work in all areas of the department clinical and non-clinical.
17. Maintain a good level of stock in clinic and report for low level for reordering to avoid the stock runs out.

Non Clinical

1. Works as an effective team member with initiatives.
2. Manages own workload, co-ordinating and prioritising patient's care. Recognises self's limitations and escalates for senior advice.
3. Demonstrates excellent communication skills in written, verbal and non-verbal with individuals/ multidisciplinary team about patient's care and complex issues.
4. Comply with GDC code of conducts, Data Protection/ Confidentiality Acts in Trust and local policies.
5. Develop the skills and competences in all areas which are required for the post within 6 months to 12 months. Staff will be assessed and identified for the learning opportunities and skills accomplishment. Regular review and support will be offered with the work buddy and senior colleagues.



6. Regular update with the skills and knowledge by completing mandatory training such as Children & Adult Safeguarding, Basic Life Support, Manual & Handling theory and practical, Infection control, Information governance and data protection and Health & Safety online or attend workshops annually.
7. Continuous personal development on dental CPD to meet with the GDC annual renewal requirement. Individual learning and personal development plan will be discussed and agreed during annual appraisal with Manager's support.
8. To support Manager in monitoring and development of the local protocol and maintain a high standard of care to be delivered at all times.
9. To participate in team building by sharing learning and work experience with colleagues in Clinical Governance Day.
10. To maintain a supportive and professional relations with all level of staff in the team and multi-disciplinary team.
11. Act as a role model, mentor or work buddy in training junior member of staff.
12. Help support the Manager with documentation of back to work and Appraisals within the department as and when needed.
13. To understand the role of coordinator, and be able to take charge if needed.

GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.



PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedfordshire Hospitals NHS Foundation Trust is four weeks.

STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection



Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.



INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

SMOKE FREE:

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.



If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

ASSISTANCE WITH TRUST PROCESSES

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.