

Job Description

AFC:PTB0235

Job Title:	Dental Nurse
Group:	Surgical Services
Grade:	Band 4
Accountable to:	Service Manager

Job Summary

To assist the clinician in the performance of their duties and facilitate the delivery of high quality care/treatment of patients. When not assisting in surgery, nurses have administrative responsibilities related to direct patient care.

Main Responsibilities

1. Reception and preparation of patients for operative procedures with chair-side assistance throughout treatment.
2. Preparation of clinical areas including materials, instruments, equipment, dressings and syringes.
3. To assist with medically ill patients.
4. To assist with day-case surgery under local and general anaesthesia and intravenous sedation.
5. To be familiar with bio-hazard precaution and procedures.
6. To assist with the running of pre-admission clinics.
7. To assist with stock control of all consumables.
8. Contribute administrative support using Lorenzo computer system.
9. Obtaining information/x-rays from other Hospitals and liaise with other professionals regarding patient care.
10. To contribute in the preparation of monthly statistics.
11. Stock control and storage of drugs.
12. Administrative support.
13. To undertake duties as directed by the Service Manager.
14. Infection control and cross infection prevention.
15. Keeping surgeries clean and tidy at all times.
16. To explain pre and post operative instructions to patients.
17. Assist with recovery during post-operative care
18. Recognise and assist with management of medical emergencies.
19. Awareness of emergency drugs and procedures.
20. Maintain own professional registration requirements and professional developments.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

INFECTION CONTROL:

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.