



Dental Services

JOB DESCRIPTION

POST TITLE:	Dental Nurse
BAND:	Band 4
HOURS:	Full time/Part Time vacancies
LOCATION:	Cambridge
REPORTING TO:	Lead Dental Nurse
ACCOUNTABLE TO:	Service Manager/General Manager

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Purpose

The duties of the Dental Nurse are designed to maintain clinical and professional standards within the practice by working productively within a team.

We offer comprehensive treatment for vulnerable groups subject to their meeting the service eligibility criteria which includes children with social, behavioural and emotional problems, adults with physical and learning disabilities or complex medical problems and disadvantaged groups such as those whose disabilities mean that they need to be seen in a domiciliary setting. This may involve the additional use of sedation or general anaesthesia when appropriate.

We also provide an Emergency Service, IV sedation and a Minor Oral Surgery service in some of our locations.

Some of these patients may exhibit challenging behaviour.

Dental HealthCare operates from several locations across Cambridge, Peterborough and Suffolk. On occasions the post holder may at times be expected to cover sickness/holiday at another location within a reasonable distance from your base.

Main Duties and Responsibilities

Nature of work:

- Chair-side assistance for the dentist. Speed and accuracy will be required during all procedures with little or no margin for error. Preparation of filling / Impression materials, anticipating requirements of the clinician and patient. Observing and supporting the patient during treatment. You are there to always chaperone the dentist and be prepared to act as a witness.
- Follow Trust/Local infection control procedures to ensure high standards of patient safety.

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- You must have a broad knowledge of health and safety issues is required e.g., COSHH, RIDDOR, sharps injuries.
- Assist the dentist during the taking of x-rays, participate in quality assurance.
- If appropriate, advise the patient/parent/carer on principals of oral hygiene as directed by the dental officer.
- Follow medicine management procedures in line with Trust policy.

Planning and Organisation

- Responsibility for the efficient and smooth day to day running of the surgery involving good dexterity skills and accuracy during procedures for the mixing of materials and the handling of fine instruments.
- Use judgmental and analytical skills to anticipate the needs of clinicians and patients. Be prepared for any eventuality e.g., changes in planned treatment, medical emergencies, and act promptly to deal with these.
- Maintenance of stock levels, re-ordering as necessary
- Have a good knowledge of all dental equipment, its uses and its basic maintenance e.g., chair and suction units, sterilizers, handpieces, etc.
- Have sound knowledge of the decontamination and sterilisation procedures in line with HTM01-05
- Provide administrative and nursing support when requested for organising and delivering epidemiology survey.
- Carry out extended duties within your scope of practice.
- Reception cover/administrative duties when required.
- Interpreting as necessary the needs of both patients and clinicians enabling situations to be dealt with promptly and efficiently.
- Administrative management of day surgery general anaesthetic lists, including booking appointments and ensuring all necessary paperwork is complete. Liaise with day surgery staff, problem solving. Attend and ensure the smooth running of the list, setting up and clearing away and assisting the dentist.
- Most of our patients require a lot of emotional support to persuade them to accept treatment. It must be recognised that anxiety can often be displayed as aggression.
- Knowledge of computer use is essential for input of patient data, treatment planning, payment transactions and other services.
- Collection of charges as appropriate.
- Cashing up/banking, recording all necessary details
- Collating petty cash
- On occasions, work independently managing the department administration and giving appropriate advice when necessary.
- Always maintain patient confidentiality
- Contribute to the Trusts' internal communication strategies ensuring effective two-way communication and engagement within the organisation.
- Contribute to the Trusts' external communication strategies working with the Head of Communications to raise awareness and promote the reputation of the Trusts' services.
- Adhere to all Trust/local policies and procedures.

Communication

- Liaise and communicate with patients, carers, healthcare professionals, laboratory personnel, other departments, management teams etc.
- Liaising with external organisations – hospitals, laboratories, contractors when required



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- Knowledge of computer use is essential for input of patient data, treatment planning, payment transactions and other services.
- Pro-active in collecting patient feedback after each patient interaction.
- Always maintain patient confidentiality
- Contribute to the Trusts' internal communication strategies ensuring effective two-way communication and engagement within the organisation.
- Contribute to the Trusts' external communication strategies working with the Head of Communications to raise awareness and promote the reputation of the Trusts' services.

Budgetary Responsibility

- Ordering of stationery, materials and equipment, maintaining in-house stock control within own capabilities.
- Handles cash from sale of oral hygiene products and patient income.

People Management

1. Supports colleagues, trainees, and agency staff to ensure that they are able to carry out their day-to-day duties.
2. Supports local induction and training for new and existing staff members.
3. Act as a buddy for new members of the team and support less experienced members of the team, including coaching/mentoring.
4. Maintaining own professional development and requirement to take part in appraisal and KSF process and clinical and/or management supervision.

Clinical and Practice Governance

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act and CCS policy.
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
3. The post holder must adhere to the Trust risk assessment and risk management processes.
4. The post holder must adhere to infection control policies and procedures.
5. It is a condition of your employment that you are currently registered with GDC and it is your responsibility to maintain your professional registration.

Other Requirements

- Other duties that may be determined by the Team Lead/Practice Manager or management team.

General

The post holder must at all times carry out his/her duties with regard to Cambridgeshire Community Services NHS Trust Equal Opportunities Policy.

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To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.

Safeguarding people responsibility

Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.

There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.

Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care.

Those most in need of protection include:

- Children and young people
- Adults at risk, such as those receiving care in their own home, people with
- physical, sensory and mental impairments, and those with learning disabilities.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Date: 06.11.23



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