

COMMUNITY HEALTH AND WELLBEING

COMMUNITY DENTAL SERVICE

JOB TITLE: Qualified Dental Nurse

BAND: Band 4

REPORTS TO: Operational Service Lead through the Senior Dental Nurse

BASE: City of Coventry Health Centre

JOB SUMMARY

To provide comprehensive support to clinicians in the provision of quality dental care to all groups of patients.

Organisational Values:



Compassion - We are compassionate, kind and caring to everyone, including people who use our services and people we work with.



Respect - We are civil and respectful. We celebrate diversity and always appreciate the views of other people.



Excellence - We always do our best and seek to achieve excellence in all we do. We innovate and try out new things, and when things don't go to plan we embrace this as an opportunity to learn and improve.



Collaboration - We take pride in involving people and working together as an inclusive team, both within our organisation, and in co-production with people who use our services, carers, partners, local community groups and others.



Integrity - We do the right thing and people can trust us. We are open, honest and transparent, even when things go wrong.



Respect



Excellence



Integrity

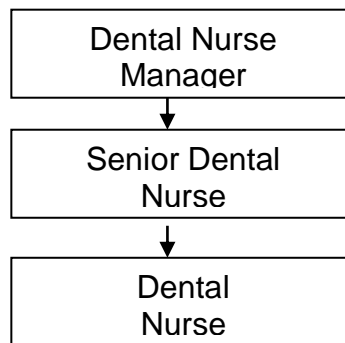


Collaboration



Compassion

ORGANISATIONAL CHART



MAIN RESPONSIBILITIES OF THE POST

- Provide chair-side support to dental officers and dental therapists, ensuring accurate preparation and presentation of appropriate materials and equipment using a high degree of precision
- Clinical duties arising from the day to day running of the dental clinic

Communication

- The first point of clinical contact with clients. Assess the clinical situation and advise accordingly
- Re-assure patients who may be physically or emotionally demanding using appropriate persuasive skills
- Clients often have complex needs ie; the phobic patient needs encouragement and motivation through various stages for them to begin treatment
- To give specialist advice and information to patients/carers on treatment plans, care provided and explanation of consent and post treatment care. Enhanced methods of communication and emotional support to clients and carers may be required
- Liaise with other organisations ie UHCW when organising surgical day unit/GA (general anaesthetic) sessions
- Maintain close links with other service users with dental referrals

Analytical and Judgemental Skills / Freedom to Act

- Liaise with clinic reception staff concerning time-tabling and appropriate action should patients' telephone or attend as an emergency
- To recognise potential signs of patient abuse. Report situations where there may be a need for protection, in line with Trust Policies and Procedures.
- Identify and report any equipment faults and take appropriate action.
- Ensure emergency medical drugs and equipment are accessible and in working order



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Planning and Organisational Skills

- Ensure all recalls are up-to-date and entered correctly
- Be up-to-date with archiving of appropriate dental records, x-rays and study models
- Book GA (general anaesthetic) appointments. Check consent, provision of pre-operative instructions. Completion of all necessary paperwork.
- Co-ordinate requests for domiciliary care and organise the necessary provision with minimal loss of clinic time.
- To maintain quality of own work and encourage others to do so. Prioritise own workload, undertaking activities effectively without risk to quality
- Co-ordinate facilitate and participate in National and local surveys.

Physical Skills

- To employ safe manual handling techniques, assessing mobility and access needs of clients
- Complete the necessary daybook information and routine collection of data about clinical activities by both manual and electronic means
- Assist the clinician in taking x-ray films under their supervision and undertaking the processing mounting of exposed films
- Safe use, general care and minor maintenance of instruments and major items of equipment including sedation and emergency equipment, dental units, handpieces etc. Identify, record and report any faults and take appropriate action

Responsibility for Patients / Clients

- Give oral hygiene instruction and oral health education in the surgery setting and participate in oral health promotion activities as delegated by clinician
- To give specialised advice and information to patients/parents/carers on treatment plans, care provided and explanation of consent and post-treatment care leaflets. Enhanced methods of communication and emotional support to clients and carers may be required

Policy and Service Responsibilities

- Work within service and Trust Policies - not responsible for changes
- Act in a way that is consistent with legislation, policy and procedures for maintaining own and others health and safety and security – completing incident forms and reporting any issues to line manager

Responsibility for Financial and Physical Resources

- Ensure emergency medical drugs and equipment are available and in working order



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- Responsible for ensuring decontamination procedures for instruments and disinfection of all appropriate areas are followed in line with infection control and HTM 01-05 and local policy documents
- At the end of working session; safety check equipment and ensure that equipment is switched off and disconnected
- Maintaining adequate stock levels of equipment and materials. Dispose of out-of-date items in the appropriate manner and re-order as required.

Responsibility for Staff

- To participate in the Trust induction and training of all new members of the dental team
- Provide specific clinical training for new or less experienced staff

Responsibility for Information

- Provide regular updates to equipment inventories
- Ensure accurate coding of clinical information ie charting and epidemiology

Research and Development

- Participate in staff surveys and routine audits of own work as and when required
- Participate in the clinical audit process.
- Participate in service meetings, contributing to the development of priorities and strategies in agreement with the Dental Clinical Lead.

Physical Effort

- Daily/safe use and general care and minor maintenance of dental instruments and major items of equipment including sedation and emergency equipment and hand pieces etc
- Employ safe manual handling techniques, assessing mobility and access needs for clients to access surgeries.

Mental Effort

- Receiving and preparing clients for dental treatment, assisting the clinician throughout procedure and in the supervision of the patient until fit to leave the surgery. This may require prolonged concentration for procedures such as:
 - General Anaesthesia/surgical day unit
 - relative analgesia/oral sedation
 - fixed orthodontics
 - domiciliary visits
 - surgical procedures/advanced conservation
 - psychological approaches to treatment



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Emotional Effort

- Working with clients with physical, emotional and demanding behavioural problems

Working Conditions

- Occasionally exposed to clients who are verbally and physically aggressive
- Exposed to hazardous substances/materials

OTHER DUTIES

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff has a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.



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Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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Collaboration



Compassion

Person Specification

JOB TITLE: Qualified Dental Nurse – Band 4

		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 – Low 2 – Medium 3 – High
Coventry and Warwickshire Partnership Trust Values	Demonstrable ability to meet the Trust Values  Respect  Excellence  Integrity  Collaboration  Compassion	A/I	3
QUALIFICATIONS	NVQ level 3 – oral healthcare or National Certificate for Dental Nurses General Dental Council DCP registration Educated to GCSE standard Radiography Special care dental nursing Conscious Sedation Orthodontic nursing	A/I A/I A A A A A	3 3 3 2 2 2 2
KNOWLEDGE & SKILLS	Up to date knowledge of dental nursing procedures including infection control processes.	A/I	3



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	Good written and verbal communication	A/I	3
	Organisational skills	A/I	3
	Manual dexterity	A/I	3
	General numeracy	A/I	3
	Awareness & understanding of COSHH	A/I	2
	Conscious sedation	A/I	2
	Knowledge of CDS	A/I	2
	Computer literacy	A/I	2
	Orthodontic nursing	A/I	2
EXPERIENCE	Relevant chair side dental support and reception duties	A/I	3
	Working as part of a dental team	A/I	3
	Experience of working with children / special needs clients	A/I	2
PERSONAL ATTRIBUTES <i>(not covered by values)</i>	Friendly and caring personality / attitude	A/I	3
	Ability to deal with emotional / distressing situations	A/I	3
	Ability to work under pressure	A/I	3
	Reliable and flexible	A/I	3
OTHER	Car owner and driver or the ability to access transport to meet the needs of the service	A/I	3



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	Willingness to undertake DBS clearance at Enhanced level	A/I	3
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