
Job Description

Job Title: Registered Dental Nurse

Grade: Band 4

Reports To: Oral & Facial Department Manager

Accountable To: General Manager – Surgical Specialties, Elective Care

Job Purpose:

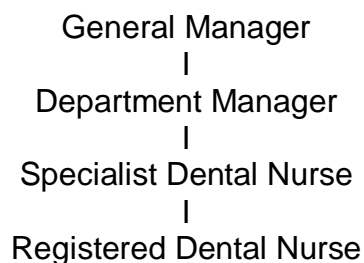
Work as a Registered Dental Nurse to assist in the delivery of care to patients.

To assist with the treatment provided by clinicians in both Maxillofacial and Orthodontic Specialities.

Prepares materials, instruments and equipment for the clinicians.

Demonstrate physical dexterity and accuracy to assist with Surgical and Orthodontic procedures.

Organisation Chart:



Key Result Areas:

Knowledge, Skills and Experience

- To have the knowledge and skills to undertake a range of non-routine procedures in both specialities
- To prepare, set up and work independently and manage relevant clinic rooms, provide all relevant medical records, letters, reports, radiographs and study models
- To decontaminate and prepare clinical areas between patients, and to maintain high levels of cross infection
- Prepare and mix dental materials on request.
- Undertake scrub nurse duties to operative/clinician to include retraction and aspiration of surgical operation site ensuring that the appropriate nursing care is maintained
- To maintain aseptic conditions in Maxillofacial procedures
- Frequently exposed to highly unpleasant working conditions. i.e. bodily fluids, mouth odours
- Undertake suture removal under the supervision of the clinician
- Using knowledge and skills to recognise the onset of potential medical emergencies
- To assist Orthodontic Consultant and clinicians during treatment of Fixed and removable orthodontic appliances
- To have a good knowledge in the use of specialised equipment, assembly, disassembly and maintenance and be competent in their use.
- To assist in any procedure/examination and investigation, ensuring pre and post-operative advice and instructions to the understanding of the patient
- May sell dental products, handle cash and valuables. Issues receipts for all transactions
- The post holder may/ will be required to frequently sit or stand in a restricted position whilst assisting
- To have a full car licence to enable attendance at all hospital sites

Measurable Result Areas

- Keyboard and computer skills to access relevant information, used as part of the daily running of the clinic i.e. study model data base and results reporting.

- Follows clinic policies, and implements policies to comply with legislation and contribute to policy development.
- Accurate record keeping in patients notes when scribing for doctors. Additional record keeping for the administration of drugs and specimens sent for histology.
- Orders stock and maintains stock levels
- To keep accurate records and ensure the security of drugs within the department
- Collecting data for clinical audit and outpatient audit
- Occasionally participates in Research and development clinical trials and equipment testing
- To work on own initiative, with supervisor or manager available for reference

Communications and Working Relationships

- Dealing with patient queries by telephone or in person using knowledge, initiative and experience to be able to assess the action required to deal with the situation
- Will be required to maintain concentration to be adaptable to unscheduled change and ability to multi task throughout the clinic and work as part of a multidisciplinary team.
- The post holder must maintain patient confidentiality at all times and will be occasionally/frequently exposed to distressing or emotional circumstances.
- To have excellent communication skills both with patients and staff, to be reassuring, understanding with good listening skills. To use tact and persuasion when required enabling procedures to be carried out effectively and
- To provide flexible working to help maintain the service needs of the department, and be adaptable to changes within the department.
- The post holder will be required to liaise with members of staff to include Consultants, Reception, Oral Surgery & Orthodontic Laboratory, Medical Records, Path lab, Radiology and other areas.

General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To contribute to promoting and implementing the Trust's Carbon Management policy, in line with team and organisational objectives.

This job description is subject to review at any time in consultation with the post holder.