

JOB DESCRIPTION

POST TITLE: DENTAL NURSE – Maternity cover until 31 March 2025

BASE: Whitley Community Denal Clinic

LOCATIONS: Various clinics and sites within Berkshire

HOURS: Part time – 30hrs per week working 4 days from 08.30 - 17.00 between Monday-Friday

BAND 4 - £25,147- £27,596 pro rata depending on experience.

LINE MANAGER: Community Dental Service Manager/Operations Manager

PROFESSIONAL ACCOUNTABILITY: Head of Service

OUR VISION AND VALUES

To be recognised as the leading community and mental health service provider by our staff, patients and partners.

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

COMMUNITY DENTAL SERVICE

Berkshire Community Dental Service provides dental care for patients with additional needs including children, people with learning and physical disabilities and the elderly. You will be expected to work in a variety of sites including clinics, hospitals and in the domiciliary setting.

JOB SUMMARY

The dental nurse will fulfil duties within the Community Dental Service. The dental nurse will discharge responsibilities and undertake duties necessary for the proper fulfilment of service contract(s) into which the Trust has entered. These will cover the main areas set out below but may be modified as necessitated by the service agreements or service contracts then in operation.

To assist in the provision of high quality primary clinical dental care for child and adult patients with special needs who fulfil the criteria for referral and treatment within the service and who cannot be accommodated by a General Dental Practitioner.

The care includes the full range of restorative and preventive NHS treatments from clinics, other health care establishments, schools and day centres and other secure establishments and on a domiciliary basis where appropriate.

This may involve treatment under sedation or general anaesthetic utilising personal skills and training or working with appropriately trained others to provide such care.

The dental nurse may be required to participate in health promotion, screening, dental epidemiological surveys and work with undergraduate or postgraduate dental trainees and professionals complimentary to dentistry.

To take part in the Berkshire Dental Access Centre scheme and provide primary dental care for patients not registered or unable to receive emergency care with a General Dental Practitioner under NHS arrangements. This service is provided during week-day and on Sundays. It includes the following elements:

- (1) Examination and first line treatment to palliate and control any immediate signs and symptoms;
- (2) Assessment of each patient as to whether further treatment is indicated, and if so in which healthcare settings, according to agreed criteria, it should be carried out. This may include the Dental Access Centre, the General Dental Service the Community Dental Service, General Medical Practice or hospital.

The dental nurse, who will be registered with the General Dental Council, will be expected to work with all patients who receive care in the service and to perform all duties expected of dental nurses within the clinical governance agenda. Additional training will be provided where necessary to enable the dental nurse to meet the needs of the service. The post holder will need Criminal Records Bureau clearance and will have to undertake further security clearance before working in a high security facility.

The dental nurse will actively participate in clinical governance, audit, training programmes and professional development to improve and maintain the quality of service provision.

These duties are subject to change depending on the needs of the service and the post holder will be expected to be flexible about the places and times of working, within the agreed overall number of hours, to ensure that a clinical service is maintained at designated periods both within and outside normal working hours on both weekdays and at weekends.

RESPONSIBILITIES

CLINICAL/PROFESSIONAL

- To provide comprehensive support to clinicians, throughout a wide range of different types of clinical treatments.
- To provide clinical support as described above within a wide range of settings - including fixed sites and clinics, and other environments which include patients' homes, residential care and nursing homes, hospices and hospitals.
- To provide clinical support to sedation clinics - additional training will be provided if necessary.
- To provide clinical support at general anaesthetic sessions - additional training will be provided if necessary.
- To provide support to dental trainees and students working within the service.
- To support all patients as they undergo dental treatment responding to individual patient's needs, understanding how they may be affected by dental experiences.
- To set up and prepare the dental surgery or theatre for use at the beginning of the session and ensure that it is left as defined by the control of infection guidelines at the end of the day.
- a minimal level of cross-infection control in which dentists can operate safely on patients.

- To ensure that the correct clean instruments and equipment, x-rays, record card and electronic records are available to the clinician prior to treatment.
- To prepare and monitor patients for and during their dental treatment providing pre- and post-operative instruction where needed.
- To assist and support the clinician with his/her clinical duties, operative procedures, instructions and offering emotional support to patients and medically compromised patients.
- To ensure accurate preparation and presentation of materials and medicaments.
- To ensure the laboratory is contacted and all relevant work is present when patient arrives.
- To assist with dental radiography under the supervision of an operator, process dental x-rays following the Quality Assurance Policy.
- Undertake the decontamination of dental instruments complying with the guidelines contained in the control of infection policy to ensure patient safety.
- To undertake the general care of the surgery and dental department, including routine minor maintenance of dental equipment and instruments and provide regular equipment inventories.
- Follow local rules, on the control of infection, radiography and waste disposal.
- To ensure adequate stock are maintained and ordered and that material has not expired using a rotational system.
- Prepare for and assist in RA sedation.
- To anticipate the needs of the clinician during all clinical procedures.
- To ensure that emergency medical drugs and equipment are available, in full working order and not expired. To fulfil mandatory CPR.
- Participation in induction programme for new starters within the Community Dental Service and Trust.
- Generally contributing to the administration and smooth running of the dental service.
- Maintain and update patients' records within an efficient filing system, where required, and maintain data protection. Knowledge of archiving systems for each clinic. Collection of routine statistics, using computer system if in place.
- To use the information technology equipment to update patient records and diary management sheets as is required for the smooth running of the department.
- Complete data for ethnic monitoring, where required.
- To arrange appointments using dental knowledge to assess patient needs and allow appropriate time required for the clinician. Utilising interpersonal skills to determine their clinical need and prioritise their booking.
- Ability to receive complex and sensitive information from parents / carers and other clinical resources in relation to patients who have special needs, are medically compromised or have a communication barrier. To understand and maintain principles of confidentiality.
- Receive and record transactions involving patient's fees and banking money following the cash handling policy, as required. Ensure that all outstanding accounts are sent and money is received by generating reports and inputting patient payments into electronic records.
- To monitor the levels of stationery and order, as required.
- To receive and advise expected and unexpected callers in person or on the telephone.

ADDITIONAL REQUIREMENTS

- To take appropriate responsibility, where necessary, to ensure the Trust's corporate strategies and objectives are achieved and contribute to the smooth running of the dental service.
- To have access to personal transport to visit all areas within the Trust.
- To work alone at clinics as and when required.
- To provide and maintain excellent customer care standards, assessing and understanding the needs of patients to assist with form completion, booking an interpreter, liaising with key workers and other health professionals.
- To undertake other duties to meet the changing needs and priorities of the Community Dental Service, as determined by your manager and in accordance with the grade of the post.
- To maintain and extend a good working up-to-date knowledge of dental procedures and to identify areas of personal development to ensure high standards are achieved.

GENERAL

1. This job description is not exhaustive and can be altered in consultation with the post holder.
2. Any other duties which may be requested by the line manager in order to facilitate the smooth running of the hospital.
3. The Trust is an equal opportunities employer. The post – holder is at all times expected to carry out their duties in accordance with the Trusts Equal Opportunities Policy.
4. The post – holder is required to take reasonable care of the health and safety of him/her acts or omissions at work, and to co-operate with the Berkshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, all staff should refer to the associated behavioural framework relating to their role. These are based on the Trust's values, define the behaviours all staff are expected to display and underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

You may be required to work at or from any additional location as may be determined by the Trust from time to time. You will therefore be expected to have a driving licence and car.

The Trust also reserves the right from time to time to change your base on a permanent basis to a location determined by it at the time that the change is made. You may also be required to travel between Trust premises as may be required for the performance of your duties.

FLEXIBILITY

The Trust reserves the right to amend your job description and/or your duties from time to time. You also agree that you will work with the Trust to deliver the Trust's services, including without limitation, by complying with lawful and reasonable instructions from the Trust by adapting to new ways of working and attending training courses determined by the Trust from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

To attend and contribute to staff meetings and Forums, supervision sessions, training courses, seminars and workshops, to ensure the development and enhancement of current working practices. To participate in all personal review meetings, and take responsibility for personal and professional development. Responsibility for developing the role and the services provided.

DATA PROTECTION ACT

You should be aware of the Data Protection Act and follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

You are required to take responsibility for Health and Safety Risk Assessment and Workplace Inspections, and to take reasonable care for your own health and safety and that of other persons who may be affected by his/her acts of omissions.

You are also required to co-operate with all staff to ensure that all statutory regulations, policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes.

INFECTION CONTROL

Managers at all levels have a responsibility to act as role models to ensure that Infection Control is on the corporate and service agenda and remains a priority in terms of attention and resources.

All staff providing direct patient care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.

All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection Control.

CONFIDENTIALITY

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the Trust or the service that it provides, or in respect of which the Trust owes an obligation of confidence to any service user, client or third party during or after your employment except in the proper course of your employment or as required by law.

You must not remove or copy any documents or tangible items including software which belongs to the Trust or which contain any confidential information from the Trust's premises at any time without proper advanced authorisation. You must return to the Trust upon request and in any event upon the termination of your employment, all documents and tangible items which belong to the Trust or which contain or refer to any confidential information and which are in your possession or under your control. A breach of confidence could result in dismissal.

You should be aware that regardless of any disciplinary action taken, a breach of confidence could also result in civil action for damages.

CLINICAL GOVERNANCE

The Trust aims to provide the highest standards of care. To further this aim you are expected to adhere to acceptable working practice as defined in Trust policies and guidelines. You also have a personal responsibility to your team and service to keep up to date and, if you encounter unacceptable practice, to raise through accepted channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Safeguarding of individuals who come into contact with our services, whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of Berkshire Healthcare NHS Foundation Trust in whatever capacity they are employed.

SAFEGUARDING CHILDREN

The Trust adheres to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

SMOKE FREE

A smoke free policy is in operation and smoking is not permitted on any of the Trust's sites'. The policy also applies to all persons travelling in vehicles (including owned and lease cars) whilst on official business. Smoking is not permitted in privately owned vehicles that are parked on Trust grounds, or when transporting services users or visitors on official Trust business. Staff will not be supported by taking additional breaks away from the workplace to smoke off site. Please refer to the Staff Smoke Free policy for further details.

PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD (v)		
	Application Form (E/D)	Interview (E/D)	Selection Tool (E/D)
<p>1. Education/Qualifications/Training</p> <ul style="list-style-type: none"> • National Certificate for Dental Nurses or NVQ Level 3 in Oral Healthcare • Registered with the General Dental Council • Additional qualification 	<p>E</p> <p>E</p> <p>D</p>	<p>E</p> <p>E</p> <p>D</p>	
<p>2. Continuous Professional Development</p> <ul style="list-style-type: none"> • Portfolio of evidence of CPD 	<p>E</p>	<p>E</p>	
<p>3. Previous Experience</p> <ul style="list-style-type: none"> • To have worked as part of a dental team, e.g. general practice, hospital, other PDS / CDS providing chair side duties • Experience of managing a dental clinic including decontamination, health and safety, management of the clinic diary and ordering consumables • Other experiences relevant to CDS such as working with the elderly, children and patients with special needs • Experience in working in secure establishments • Experience in assisting clinicians when treating patients under sedation and/or general anaesthesia 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	
<p>4. Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> • Communication and interpersonal skills • Understand principles of confidentiality • Organisational skills and initiative • Ability to work under pressure and on own initiative 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	

<ul style="list-style-type: none"> • Excellent computer skills including experience with dental software • Ability to deal with emotional and distressing situations 	<p>E</p> <p>E</p>	<p>E</p> <p>E</p>	
<p>Additional Requirements</p> <ul style="list-style-type: none"> • Current UK driving license • Use of car for travel between clinics • Ability to work outside normal working hours (8.30 – 17.00) given sufficient notice 	<p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p>	

DATE OF ISSUE: April 2024