JOBS DESCRIPTION

Job Title: Trainee Dental Nurse

Managed by: Senior Dental Nurse

Reporting to: Workforce Development Manager
Line Manager

DBS: Yes

Key Relationships: Dental Department Colleagues
Course Training Provider
Work based witness/ Mentor/Assessor

Job Summary: To work towards the Level 3 Diploma in Dental Nursing as agreed between you, the dental nurse, and named training provider.

To provide dental nurse support when required by the Service and to assist in the full range of dental care provided to patients of the Dental Service.

To support the dental team in the provision of dental care in various settings across Bedfordshire. These may include; dental departments within Health Centre’s, hospitals, residential homes, domiciliary visits and mobile units.

This will include a wide range of treatments for a broad patient base which includes children, special needs, phobics and the elderly.

Main Duties and Responsibilities:

Clinical:

- Assist the dental operator in organizing the day’s activities.
- Monitor day lists and appointment diary and update as necessary.
- Prepare the surgery for use at the beginning of the session and clear up at the end of the session consistent with Health and Safety protocol.
- Anticipate the dental operator’s requirements across a broad range of clinical procedures.
- Assist the dental operator in the provision of dental treatment and to supervise the patient until they are fit to leave the department.
- Prepare filling and impression materials, instruments, equipment, dressings and syringes.
• Use equipment such as hand instruments, aspiration equipment in a manner which minimises the risk of cross infection or soft tissue injury.
• Provide pre and post-operative instructions for patients in agreement with the dental operator.
• Assist the dental operator in making arrangements for appropriate follow up care.
• Maintain hand pieces, aspirators and other equipment.
• Process and mount radiographs.
• Arrange for the timely supply of materials and laboratory work.
• Utilise keyboard skills for data entry on dental software programme.
• Accompany the dental operator on domiciliary visits and/or working in a mobile dental unit.

Communication:

• Communicate appropriately and effectively in good English using appropriate terminology by spoken, written and electronic methods and maintain and develop these skills.
• Receive the patient into the department and prepare them for treatment.
• Reassure patients and explain dental procedures especially when there may be communication difficulties.
• Monitor, support and reassure the patient through effective reassurance and relevant behavioural technique.
• Monitor patients, identify any complications and take the necessary actions consistent with agreed local and national protocol.
• Record treatment, for example; baseline charting, clinical treatments and periodontal charting from the dental operator’s instructions. This may involve paper based and computer systems.
• Undertake reception duties when required, for example; answering the telephone, making appointments, explaining and where appropriate collecting patient charges.
• Take immediate advice from a senior colleague if a patient needs to be seen urgently.

Professionalism, Leadership and Management:

• Act within the General Dental Council’s (GDC) ethical guidance and standards commensurate to that of a dental professional.
• Act within other professionally laws and systems including Health and Safety, Freedom of Information Act and Data Protection legislation.
• Follow and implement clinical policies and procedures to comply with legislation.
• Treat patients and colleagues with dignity and respect.
• Protect the confidentiality of patient information.
• Apply safe working practices and take responsibility for own actions.
• Co-operate with other members of the dental and wider healthcare team in the interest of patients.
• Respect the roles of dental and other healthcare professionals in the context of learning and working in a wider healthcare team.
• Act without discrimination and show respect for patients, staff, peers and the general public.
• Understand own capabilities and limitations in the interest of high quality patient care and always act within these boundaries.
• Demonstrate a commitment to lifelong learning through education, training and practice against agreed occupational standards and in accordance with GDC guidance.
• Apply an evidence-based approach to learning, practice, clinical judgement and decision making and utilise critical thinking and problem solving skills.
• Take responsibility for personal development planning and reflective practice.
• Maintain professional behaviour and appearance, including being punctual and polite when attending assessor led meetings and in the workplace.
• Reflect on the impact of personal behaviour and manage this accordingly.
• Effectively manage own time and resources.

Effort and Environment:

<table>
<thead>
<tr>
<th>Physical:</th>
<th>To sit or stand in a restricted position for a substantial proportion of the working day. To carry domiciliary equipment, push x-ray machine, when necessary.</th>
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<tbody>
<tr>
<td>Mental:</td>
<td>To remain alert when assisting the dental operator and ensure attention to detail when completing patient records.</td>
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<td>Emotional:</td>
<td>To deal with patients with special needs phobics, children and the elderly.</td>
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<tr>
<td>Working conditions:</td>
<td>To decontaminate and handle instruments often contaminated with blood, saliva and debris. To maintain an aseptic working environment throughout, and clear up at the end of the session ensuring that high standards are met.</td>
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NOTE:
The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager or dental assessor.

This job description is designed to reflect duties currently incorporated in this post. Any future changes, to meet service need, will be fully discussed with the post holder.

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## PERSON SPECIFICATION

### Trainee Dental Nurse

<table>
<thead>
<tr>
<th>Factors</th>
<th>Essential requirements</th>
<th>Desirable requirements</th>
<th>Measurement</th>
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<tbody>
<tr>
<td><strong>Education and Qualifications</strong></td>
<td>Good standard of education to GCSE level or equivalent, including English and Maths</td>
<td>Level 2 functional skills in English and Numeracy</td>
<td>Application form</td>
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<tr>
<td><strong>Knowledge</strong></td>
<td>Familiar with the role of the dental nurse within the dental team</td>
<td>Familiar with dental anatomy and physiology</td>
<td>Application form</td>
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<td>Familiar with the process of Infection Control</td>
<td>Application form/Interview</td>
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<td>First Aid Certificate</td>
<td>Application form</td>
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<td>Knowledge of Data Protection</td>
<td>Application form/Interview</td>
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<td>Knowledge of Information Governance</td>
<td>Application form/Interview</td>
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<td><strong>Experience</strong></td>
<td>Commitment to personal and professional development</td>
<td>Experience working in a health care setting</td>
<td>Application form/Interview</td>
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<td>Experience in customer services</td>
<td>Application form/Interview</td>
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<td><strong>Skills and Abilities</strong></td>
<td>Good communication skills both oral and written</td>
<td>Car driver</td>
<td>Application form/Interview</td>
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<td>Good organisation</td>
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<td>Ability to empathise, reassure</td>
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<td>Basic computer skills</td>
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<td>Ability to work autonomously with manager, clinician and assessor for reference</td>
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<td>Ability to work flexible hours</td>
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<td><strong>Personal Qualities</strong></td>
<td>Team Player</td>
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<td>Enthusiastic, flexible</td>
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<td>Good timekeeper</td>
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<td>Smart appearance</td>
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<td>Friendly, approachable and calm manner</td>
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<td>Interview</td>
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