



Role: Dental Nurse

Grade: Band 4

Reports to: Clinic Team Leader

Role summary: The role holder will support the provision of high quality, safe, clinical care on the clinical floor which includes administrative tasks and use of specialist knowledge such as radiography. The role holder will be given additional tasks to undertake to support the functioning of the DEF e.g. Infection Control Co-ordinator, line management of staff etc.

Key accountabilities:

- Effective and efficient engagement with all processes required to support the provision of clinical care
- Liaison with clinic staff, academic staff and students to maximise the efficiency of the clinics
- Ensure all activities are undertaken in compliance with Equality and Diversity regulations for staff, students and patients
- Ensure all clinicians and students are adhering to policies, protocols and processes
- Support the Trainee Dental Nurse programme and the Community Engagement Team
- Work as a chairside Dental Nurse

Measures of success:

- Successful outcomes to items listed in role summary and other delegated tasks
- Successful delivery of key priorities and objectives agreed with manager and as part of the performance development review
- Positive customer feedback
- Meets deadlines
- Manages competing demands

Knowledge, Education and Training:

- Dental Nurse, registered with the General Dental Council
- Additional dental qualifications are desirable

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- Excellent numeracy and literacy skills (minimum GCSE grade C, or equivalent, in maths and English)
- Computer literacy, including competence with Microsoft Office
- Knowledge of dental clinical procedures

Experience:

- Evidence of work in a clinical dental environment

Skills

- Ability to work as an individual within a team environment
- Excellent interpersonal, communication and presentation skills, both verbal and written
- Understanding of how internal processes can impact on organisational performance
- Able to prioritise and move between tasks to meet deadlines
- Able to travel independently within the Peninsula

Behaviours

- Demonstrates self-leadership
- Demonstrates enthusiasm and commitment at all times
- Demonstrates commitment and support to PDSE, to PDSE managers and to colleagues
- Uses initiative to start and complete tasks without direct supervision
- Takes ownership of tasks
- Uses own expertise and uses it to develop others
- Supports others to achieve goals
- Forms good working relationships with colleagues to achieve successful outcomes
- Ability to manage multiple tasks and competing demands
- Uses full range of knowledge of dental procedures, including any specialist knowledge, to support patient care

This post requires Hepatitis B immunisation and other health clearance as stipulated by Occupational Health.

Staff on 52 week contracts must take the majority of their annual leave allocation outside of term time. Requests for annual leave within term-time will only be granted if the functioning of the clinics will not be compromised.

Plymouth-based Dental Nurses will be routinely required to work across both Plymouth sites and may occasionally be required to work in Exeter or Truro. Exeter and Truro based staff will routinely be based in one site and may occasionally be required to work in any of the other sites.

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Other:

This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery.

This job description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager. Job descriptions should be reviewed at least annually at the appraisal meeting.

Normal working hours are 0845 to 1700 Monday to Friday, however on occasions to meet business need you will be required to work revised hours, typically between 0800 and 1800.

The Working Time Regulations apply to all employees of Peninsula Dental Social Enterprise (CIC) In particular Peninsula Dental Social Enterprise (CIC) will not permit staff in all employments to work in excess of 48 hours in any one week except where there are exceptional service needs where an absolute limit of averaging over a reference period of 17 weeks would apply.

Additional information for all posts

The post holder is required to comply with all relevant policies and procedures pertinent to their post.

Risk Management:

In Accordance with the Risk Management Strategy, employees will participate, whenever required, with the risk management process. They will support line managers by attending mandatory and statutory training, completing incident/accident forms for every adverse event or near miss that occurs, report all defects and complaints, and communicate any dangerous situation to individuals potentially at risk.

Health and Safety at Work:

You must co-operate with those in authority and others in meeting the statutory requirements, following policies and procedures and abiding by the employers & national regulations.

You are reminded that in accordance with the Health and Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and to others affected by your work activities.

You will be notified where your post carries a requirement for immunisation.

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Infection Control:

Peninsula Dental Social Enterprise (CIC) is determined to eradicate healthcare-acquired infection and puts a great deal of emphasis on the responsibility of all staff to ensure their own personal and others compliance with Infection Control (including Hand Washing) Policies.

All staff must comply with infection control policies and guidance, attend relevant updates and report issues of concern to their immediate line manager.

Safeguarding Children and vulnerable adults:

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults and are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with and adherence to national and local Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

Sustainability and climate change:

All staff are expected to take responsibility for the reduction of carbon emissions within their area of the organisation. In particular this may relate to reducing energy consumption, making low carbon travel choices, consideration of goods and services being purchased, and waste reduction.

GENERAL POLICIES APPLICABLE TO ALL POST HOLDERS

Confidentiality

Any matters of a confidential nature, including in particular information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must not in any circumstances be divulged or made available to any unauthorised person(s). This includes any information covered by the Data Protection Act. A breach of confidentiality will result in disciplinary action in accordance with the Disciplinary Procedure and Rules.

Acceptance of gifts or hospitality

The conduct of the Peninsula Dental Social Enterprise (CIC) staff must be scrupulously impartial and honest. The Prevention of Corruption Acts 1906 and 1916 prohibit staff from soliciting or receiving any gift of any kind from contractors or their agents, or from any organisation, firms or individual with whom they are in contact by reason or their official duties. Trivial articles issued for advertisement are not subject to this rule. You shall ensure that you understand and follow the enclosed guidance for staff. These are the NHSME short guide for staff and Peninsula Dental Social Enterprise (CIC) explanatory notes for staff.

Personal property

Peninsula Dental Social Enterprise (CIC) does not accept responsibility for articles of personal property lost or damaged from any cause, and you are advised to obtain personal insurance cover against all risks.

Staff required to use a personal motor vehicle in undertaking duties are responsible for ensuring the adequate maintenance and insurance cover appropriate to business use is maintained.

Removal of Peninsula Dental Social Enterprise (CIC) property by staff for their own use

No material or goods which are the property of Peninsula Dental Social Enterprise (CIC) may be removed from its premises without the explicit permission of your manager.

Smoking, Alcohol and Health

Peninsula Dental Social Enterprise (CIC) seeks to be an exemplar employer in promoting progressive policies and a healthy working environment.

Peninsula Dental Social Enterprise (CIC) has adopted the following **No Smoking** and **Alcohol** policies for all staff:

Staff of Peninsula Dental Social Enterprise (CIC) is not permitted:

To smoke or consume alcohol while on duty

To consume alcohol within the 6 hours immediately prior to starting duty

To smoke or consume alcohol in any Peninsula Dental Social Enterprise (CIC) premises, including grounds.

The no smoking policy has been extended to include the use of E-Cigarettes.