

Dental Nurse – School of Medicine & Dentistry – Grade E

Job Description

Purpose

To provide dental nurse support for the whole dental team, supporting the day to day running of a busy clinic and teaching suite. Assisting with a variety of dental treatments and procedures, providing pre / post operative advice, and preparing equipment and materials for clinical use.

Duties

Customer Service/Administrative

1. Welcome patients/clients in a friendly and supportive manner.
2. Communicate appropriately with patients who may be fearful, vulnerable, are aggressive or have special needs i.e., physical and learning disabilities.
3. Deal efficiently with enquiries from patients, staff, and other healthcare professionals.
4. Deal with external agencies in relation to patient services on behalf of the clinician's e.g., dental laboratories.
5. Liaise with senior staff to ensure all operational information is available.
6. Demonstrate an awareness of the complaints procedure defusing and resolving or referring potential situations to line manager.
7. Checking treatment plans prior to clinics
8. Ordering of consumables and storage.
9. Preparing take home packs for patients.

Clinical Service

1. Comply with all relevant policies, procedures, and update training.
2. Supporting and assisting the range of clinicians onsite (Dentist, Therapist, Hygienist visiting academics or students).
3. Provide pre and postoperative advice and instruction for dental procedures.
4. Preparation of clinical areas including instrument sterilization, cross infection control and all relevant information, equipment, and materials in readiness for the treatment of patients.
5. Maintain a fully prepared surgery at all times.
6. Maintain adequate stock levels.

7. Be familiar with all equipment, being able to diagnose and repair basic issues and ensure everything is operational.
8. To be conversant with basic first aid and resuscitation techniques by attending regular updates.
9. Active participation in clinical or peer review.
10. Support and assist with the teaching and commercial activity within the clinic.
11. To keep the surgeries clean and tidy.
12. Responsible for taking of dental radiographs including OPT's, if appropriately trained.
13. Any other duties commensurate with the grade

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Substantive experience in a busy dental practice (Application/Interview).
- Knowledge of SOE (Application/Interview).
- Evidence of continuous professional development (Application/Interview).
- Registered with the General Dental Council (Application/Interview).
- National Certificate of the Examining Board for Dental Nurses or NVQ level 3 (Application/Interview).
- Ability to work on own initiative within guidelines and scope of practice (Application/Interview).
- Good communication skills (Application/Interview).
- Ability to work under pressure (Application/Interview).
- Able to follow instructions (Application/Interview).
- Willingness to be flexible (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working in a multi-disciplinary team (Application/Interview).
- Experience of working within a dental hospital environment (Application/Interview).
- Be studying for or prepared to undertake study in dental radiography, implant trained, conscious sedation for nurses (Application/Interview).