

## **Clinical Assessment and Admissions Coordinator – School of Medicine and Dentistry – Grade F**

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### **Job Description**

#### **Purpose**

To provide dental nurse support for the whole dental team, supporting the day to day running of clinical assessments and admissions. The role involves a number of administrative supervisory elements including training of staff and supporting clinicians during admissions, clinical assessments, clinic induction and placements.

#### **Duties**

1. Ensure high standard of customer service and working practices are maintained at all times.
2. Deal efficiently with enquiries from staff, students and other healthcare professionals.
3. Liaise with the clinic director and practice manager to ensure all operational information is updated.
4. Updating and monitoring CQC documentation in relation to the clinical aspects of practice.
5. Participate in induction development and training of staff and visiting students/clinicians.
6. Comply with all relevant policies, procedures, and update training.
7. Ensure the clinic is correctly prepared for all MMIs, Clinical OSCEs and other clinical assessments.
8. Supporting and assisting the range of clinicians onsite in a chairside capacity and or supervisory (dentist, therapist, hygienist, visiting academics or students).
9. Equipping the nursing team to support clinical teaching, assessment and decontamination areas.
10. Supervise stock and equipment control procedures and placing orders.
11. Supporting all dentistry programmes ensuring adequate materials and resources are available for assessments and admissions.
12. Contributing to development of staff rotas.
13. Supervise maintenance of equipment regimes and ensure everything is operational.
14. Active participation in clinical or peer review.
15. Support, develop and assist clinicians and teaching staff with the teaching and commercial activity within the clinic.

16. Ensure the safe disposal of hazardous and clinical waste is carried out according to clinical policy.
17. Organise stock taking and audit regimes.
18. Participate in clinical audit and performance evaluations.
19. Support the University's commitment to equality, diversity, and inclusion by fostering an inclusive culture through the recruitment, development, and retention of talent.
20. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
21. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

#### Person Specification

#### **Knowledge, Skills, and Behaviours (Essential)**

- Evidence of continuous professional development (Application/Interview).
- Evidence of working within an education environment (Application/Interview).
- Wide range of experience in various disciplines including implant nursing, oral surgery and advanced restorative dentistry (Application/Interview).
- Registered with the General Dental Council (Application).
- National Certificate of the Examining Board for Dental Nurses or NVQ level 3 (Application).
- Ability to work on own initiative within guidelines and scope of practice (Application/Interview).
- Good communication skills with the ability to work under pressure (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).
- Extended duties qualification (Application).