

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job Title:</b>	<b>Dental Nurse</b>
<b>Band:</b>	<b>4</b>
<b>Base</b>	<b>Royal Surrey Hospital NHS Foundation Trust</b>
<b>Department / Portfolio</b>	Orthodontics and Maxillo Facial
<b>Reports to:</b>	Senior Dental Nurse Manager / Senior Sister, Maxillo Facial Clinic
<b>Accountable for</b>	N/A

### 2. JOB PURPOSE

As a key participant in the integrated teams within the Orthodontic Unit and Maxillo Facial Unit, the role acts in the ongoing development of both Units as directed by the Senior Dental Nurse Manager and Sisters, ensuring a quality service.

#### 2.1 JOB SUMMARY

As a Dental Nurse the post holder will be expected to work alongside the Orthodontist chairside whilst taking an active part in the delivery of care and ensuring the safety of the patient at all times and actively participates in an educational role. The Orthodontic Unit provides Cleft /Orthodontic care linking in with the Cleft Palate Centre based at Guys hospital.

The Maxillo Facial department provides a nurse led Wound Care Clinic, undertakes minor procedures and has a strong focus on correction of facial deformity, head & neck malignancy, as well as oral surgery and facial trauma.

The post holder plays a key role within the Minor Operations Room, assisting with Prosthetic and Implant Clinics.

Also be expected and supported to take charge of clinic sessions and will function across the range of clinic activities – both clinical and administrative.

### 3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

1. Participate in the preparation of the clinic and assist effectively to attain waiting times and liaise with the Nurse in charge to monitor these standards.
2. Participate in the giving of health education in relation to oral care to the patients and their carers with relation to pre and post op surgery care.
3. Participate using all communication skills in dealing with nervous and anxious patients and those with special need requirements where there may be communication difficulties or challenging behaviour.
4. To demonstrate care of fixed and removable appliances using a range visual aids.  
To be able to demonstrate technical skills to less experienced staff.



5. Deliver appropriate care and treatment to meet individual patients, physical, social and psychological needs.
6. Ensure and maintain high standards of infection control. To liaise closely with the Trust sterilisation unit.
7. Become familiar with the technical aspects of the role, learning skills to assist with all the clinics within these specialities.
8. Ensure that safe measurable standards of practice and high quality care are of paramount importance at all times.
9. Monitor and report use of consumables in order to keep a well stocked working environment.
10. Maintain and develop IT knowledge with in house courses for future Trust developments. You will be expected to record accurate data in accordance with the requirements for the service.
11. To assist with Minor Operations in the Maxillo Facial Room. This involves acting as a scrub nurse during local procedures or acting as the circulating nurse. You will need to be able to mix dental materials, hold instruments in position for the surgeon and the Orthodontist.
12. To ensure the following standards are met and promoted within the outpatient areas:
  - Respect for privacy, dignity and religious and cultural beliefs.
  - Information to relative and friend with regards the progress of treatment, subject to the patient's wishes.
  - Confidentiality
13. To set an example of professional work and behaviour, including maintaining punctuality, good attendance and commitment to both Departments
14. To ensure that you are familiar with the Trusts policies and procedures
15. To continue to develop clinical and professional knowledge and be aware of your own training needs. Attend professional updates and mandatory training as dictated by the Trust and the GDC
16. To contribute in the clinical governance and quality activity in conjunction with the Appointment Centre and Reception, including:
  - Maintaining accurate documentation including clinic outcome sheets, nursing, medical and orthodontic notes, records and orthodontic models
  - Incident reporting and preparation of accurate statements as required.
  - Undertaking audits as required.
  - Participating in research as required.
  - Understanding the complaints procedure.
  - Practice Development.
17. To participate in any other duties that you may be asked to undertake by senior nursing staff.

### **Special Responsibilities:**

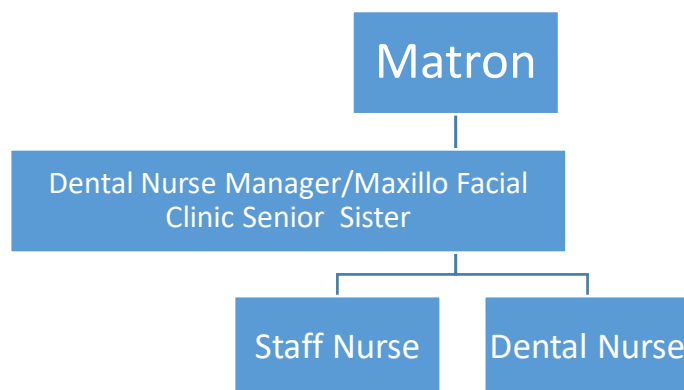
1. To abide by the GDC Standard and Scope of Practice



#### 4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
Multi-disciplinary teams Trust board Working groups	Working across boundaries Working with other external partners i.e. universities, faculties, professional bodies, other organisations

#### 5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



#### 6. OTHER RESPONSIBILITIES

##### Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

##### Confidentiality

- All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

##### Equal Opportunities

- The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.



- Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:
  - To take reasonable care of ourselves and others at work; and
  - To co-operate in meeting the requirements of the law.

Further details are available from the Trust's Health & Safety Advisors.

### Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

### Our vision, mission and values

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

#### Our Mission

Together we deliver compassionate, safe care every day.

#### Our Vision

To provide nationally celebrated, community focused health and care.

#### Our values are:

- **Continuously improving**  
Continuously improving is not just a value.  
It's what unlocks our innovation.
- **Excelling together**



**WORLD CLASS CARE  
FOR OUR COMMUNITY**

Excelling together is not just a value.  
It's what we do every day.

- **Caring together**  
Caring together is not just a value.  
It's what sets our Royal Surrey family apart.
- **Learning together**  
Learning together is not just a value.  
It's what keeps our services safe.

## 7. RIDER CLAUSE

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

***Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.***



## PERSON SPECIFICATION

**POST: Dental Nurse**

**BAND: 4**

\*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assessment
<b>Values and Behaviours</b>			
<b>ESSENTIAL CRITERIA FOR ALL POSTS</b>			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect	√		
Share information openly and effectively with patients, staff and relatives	√		
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
<b>Qualifications</b>			
Registered Qualified Dental Nurse with the GDC CPD evidence of recent professional updating and development.		√	I
NVQ 3 or equivalent training plus post qualification experience as a dental nurse		√	
CPD evidence of recent professional updating and development		√	
Post qualification certificate		√	
<b>Knowledge and Experience</b>			
Previous experience in patient contact position.	√		
Knowledge of acute hospital setting		√	



Experience with some orthodontic or minor surgical procedures		√	
<b>Skills and Capabilities</b>			
Numerate and literate	√		A/I
Good communication skills	√		A/I
Computer skills		√	A/I
Excellent telephone skills		√	A/I
<b>Personal Attributes</b>			
Used to working in a busy environment and under pressure	√		I
Adaptability, flexibility and ability to cope with uncertainty	√		I
Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		I
Professional calm and efficient manner	√		I
Effective organizer/prioritisation skills	√		I
Influencer and networker	√		I
Demonstrates a strong desire to improve performance and make a difference by focusing on goals	√		I
Attention to detail	√		I
Highly motivated with ability to influence and inspire others	√		I
Ability to work independently	√		I
Punctual	√		I
Team worker	√		I
Confidence to liaise with other members of the multi-disciplinary team and be courteous, patient and helpful at all times.	√		I
Reliable	√		I