

Job Title:	BANK DENTAL NURSE – BAND 4
Reports to (job title):	DENTAL NURSE TEAM MANAGER DENTAL SERVICE MANAGER
Line Manager to:	NOT APPLICABLE FOR THIS ROLE

Job purpose

To assist the Community Dental Service (CDS) clinicians and other clinical staff to carry out their duties for a variety of specialist services, working at any dental department within the service

Administrative tasks relating to the service to help ensure the smooth running of the service

Base

Community Dental Clinics in Surrey - working across localities may be needed

This post is responsible for

- Clinical tasks relating to Dental Nursing role, dealing with a variety of adults and children with special needs, including learning/physical disabilities, complex medical histories and challenging behaviours
- Providing advice to patients and their representatives including, oral health promotion, post-extraction, GA and sedation as well as general enquiries, dental emergencies and trauma where necessary
- Administrative tasks to support reception/administration team as needed

Key responsibilities

- Patient Care
 - Surgery and decontamination room preparation and maintenance
 - Stock control
 - Radiography – processing digital images
 - Decontamination and Infection Prevention and Control as per national and service protocols and processes
 - Patient and carer advice
- Communication Skills
 - The patient groups seen in the service have a variety of additional needs, which may be a barrier to communication, so excellent communication and personal skills are required
 - To communicate effectively with all team members using electronic, written or verbal methods
 - Providing advice and information to patients and their representatives when necessary

- Personal and Professional Development
 - To maintain professional skills and knowledge by completing relevant training – including First Aid, Life support (relevant to role), Moving and Handling, Fire Safety and Safeguarding
 - To participate in supervision and appraisal programme
- Health, Safety and Security
 - Use of hoists and other equipment within the service or in patient's home
 - Carry out Infection Prevention procedures to agreed protocols and participate in the care and maintenance of equipment
 - Work with others to maintain health and safety, reporting faults as service guidance
- Audit, Governance and Quality
 - Participate in audits and surveys as requested
 - Collection of patient feedback
 - Participate in service governance programs and other quality initiatives
 - Prioritise workload effectively
 - Suggest areas that could improve quality of service
 - Wear service uniform and ID badges at all times

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
• Inspire • Understand • Communicate	• Challenge • Improve • Learn	• Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that

clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Undertake all aspects of medicines management related activities in accordance with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual

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orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- NVQ 3 Oral Health Care/NEBDN National Diploma in Dental Nursing
- Full and current registration with GDC
- Evidence of CPD since qualification
- Current Infection Prevention and Control knowledge
- Experience of working within a team
- Professional approach and awareness of confidentiality issues
- Ability to work on own initiative and prioritise own workload
- Willingness to travel between sites and with various clinicians depending on service need

Desirable

- Post qualification dental nurse training and qualifications
- Community Dental Service experience

Employee signature

Manager signature
