

Job Description

1. Job Details	
Job Title:	Dental Nurse Maxillofacial and Orthodontics
Responsible to:	Outpatient Lead Nurse/Senior Dental Nurses
Professionally Responsible to:	Outpatient Lead Nurse/Senior Dental Nurses
Grade:	4
Unit:	Maxillofacial & Orthodontics Department

2. Job Purpose
<p>To provide Registered Dental Nurse skills within the Maxillofacial and Orthodontic Department, as an accountable member of the multidisciplinary team, dealing with a patient population of newborn upwards. The postholder is expected to carry out all relevant forms of care and procedures within scope of professional practice without direct supervision, and to supervise unregistered and bank staff.</p> <p>Support clinicians to enable them to provide treatment and examinations in safety.</p> <p>Demonstrate own activities to new or less experienced employees.</p>

3. Dimensions
<p>Services a range of clinical knowledge and expertise within the Maxillofacial and Orthodontic specialties.</p> <p>No direct budget accountability, but responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFI's).</p>

4. Organisational Chart
<div style="text-align: center;"> <p>Divisional Manager – Surgery</p> <p>Outpatient Matron</p> <p>Outpatient Nurse Lead</p> <p>Senior Dental Nurses</p> <p>Dental Nurse</p> </div>

5. Main Tasks/Duties and Areas of Responsibility
<p>Professional/Clinical:</p> <ul style="list-style-type: none"> To be responsible for the day-to-day organisation of an allotted clinic and surgery. To receive and assist with the treatment of booked new, review and treatment patients. To be assist in the care and routine maintenance of the surgery and specialist equipment. To be responsible for the preparation of relevant dental materials, specialist

instruments and equipment, for use by the Oral & Maxillofacial Surgeon/Orthodontist.

- To assist in the care and correct storage of study models for future professional use.
- To follow correct disinfection, cleaning and sterilization procedures, following Trust policy and Liaise with CSSD.
- To maintain correct stock levels of consumable items in the treatment rooms.
- To assist the Oral & Maxillofacial Surgeon in a broad range of surgical procedures under local anesthetic and the Orthodontist working with removable and fixed appliances.
- Act as an effective role model and foster, by example, professional standards relating to attitudes, appearance and conduct.
- To maintain professional working relationships with the multi-disciplinary team within Oral & Maxillofacial/Orthodontic Services.
- Communicate and present oneself in a professional manner at all times, be punctual reliable and trustworthy and adhere to the Trust Uniform Policy.
- To adhere to Department and Trust Policies and Procedures and be familiar with the location of the files.
- To undertake clerical work associated with the smooth running of an allotted clinic.
- To prepare medical records for use in clinics, obtaining for use by the surgeon, scans, x-rays, hematological and histological reports.
- To inform the Senior Dental Nurse and/or Nurse Team Leader of any complaints or adverse events received, reporting on what action has been taken, in accordance with Trust policies and procedures.
- To maintain a team approach to working and when necessary cover the duties of other Dental nurses in the Maxillofacial and Orthodontic Department.
- To give relevant advice on post op care, oral health and orthodontic appliance wear and care when required.

Education & Training:

- To participate in the induction/in-service training.
- To assume an active role in professional self-development using available resources.

General

- Be aware of and work within the policies and procedures adopted by Northern Devon Healthcare Trust.
- Carry out other duties as may be required and which are consistent with the responsibilities of the post. Learn new skills associated with the role.
- Attend mandatory training relevant to post as specified by the Trust.
- Adhere to the Northern Devon Healthcare Trust's Confidentiality guidelines.
- Adhere to the Trust's policies on Fire Prevention, No Smoking and Health & Safety.

6. Communication and Working Relationships

Line Manager
Unit/Ward/Department Nursing Team
Multidisciplinary Team

Other Trust/PCT departments eg Pharmacy, Pathology, Radiology, Community
Teams, Sodexo
Patients
Carers/families
CSSD

Person Profile

Job Title:	Dental Nurse
Grade:	4
Department:	Oral & Maxillofacial/Orthodontics

Criteria Required	Essential	Desirable
Qualifications & Training	National Certificate in Dental Nursing or NVQ 3 with GDC registration	Relevant experience to Diploma Level or equivalent
Specific Knowledge & Skills	Computer Literate Knowledge of a range of dental nursing procedures	
Special Experience	Excellent interpersonal, oral and written skills. Ability to communicate with those with barriers to understanding Able to plan and prioritise work	Specialist experience in Maxillofacial/ Orthodontic procedures
Physical Skills & Effort	Frequent standing in restricted position for long periods Manual dexterity and co-ordination for manipulation of dental materials, fine tools and instruments Transfer patients from wheelchairs to the dental chair when required	
Emotional Effort	Ability to deal with challenging patients and those with special needs.	
Mental Effort	Ability to multi task whilst remaining calm and polite. Able to maintain concentration for assisting clinician Have a flexible approach to shifts	
Requirements due to working	Frequent contact with body fluids, exposure to mouth	

environment	odours. Working in extreme temperatures Using hazardous chemicals	
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