

JOB DESCRIPTION

JOB DETAILS	
Job Title	Specialist Dental Nurse
Reports to	Senior Dental Nurse / Clinical Nurse Manager
Band	Band 5
Department/Directorate	Surgical Services

JOB PURPOSE
<p>Assist Consultants and their associated teams of junior staff with specialist dental treatments.</p> <p>Provide expert pre and post-procedure dental hygiene care and advice to patients in specialist dental clinics and support anxious patients with complex medical histories and needs.</p> <p>Carry out Dental Radiography where the service is required, Sedation Nursing Support, and Nurse-led Oral Health Education clinics.</p> <p>Provide continuous support to the orthodontic, oral maxilla-facial clinicians and the dental team.</p> <p>Preparation of materials, instruments, and complex/sensitive medical equipment for specialist practitioners and their teams.</p> <p>Responsible for maintaining high standards of care within the clinic setting.</p> <p>Work as part of a team to maintain a clean and safe clinic environment for patients and staff.</p>

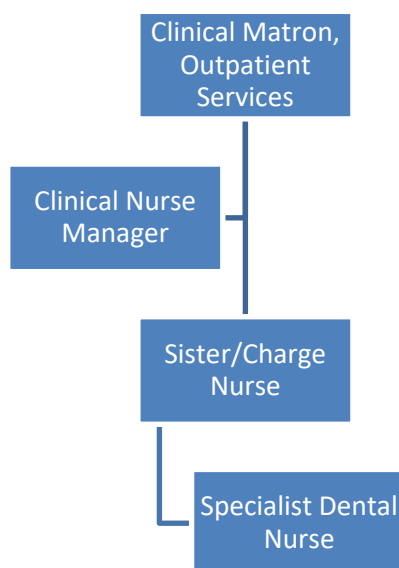
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • The post holder will impart their expert dental skills and knowledge within the multi-disciplinary team to provide optimum patient care. • In addition to general dentistry, the post holder will have specialist knowledge and training in caring for patients that require complex treatments such as oral and maxillofacial surgery – biopsy treatments, complex tooth removal, head and neck cancers, consultant led orthodontics, orthognathic surgical treatments, cleft lip and palate, tongue tie, and dermoid cysts. • The postholder will be required to prepare the materials, instruments, and complex – sensitive fine motor tools, medical equipment for specialist clinics. The post holder is responsible for ensuring the specialist equipment is checked, cleaned and maintained, in accordance with the manufacturer’s recommendations. • The postholder will undertake radiography (Radiographic Operator) at the prescription of the Clinical Staff (practitioner). • The postholder will provide pre and post procedure nursing support for patients that require sedation for oral maxillofacial surgical procedures. • Co-ordinate the department ensuring the smooth running of day to day clinics. • Set up fine needle aspiration, including obtaining local anaesthetic, identifying each slide with the patients details and whether the slide has been air or fix dried, transporting slides to relevant laboratory for investigation and diagnosis.



KEY Working Relationships

- Lead Nurse, Outpatient Services
- Clinical Matron, Outpatient Services
- Clinical Nurse Manager
- Sister/Charge Nurse
- Dental Nurses
- Healthcare Support Workers
- Consultants and their Clinical Teams
- Laboratory Technicians
- Support Staff
- Multidisciplinary Teams
- Reception Staff
- Administrative Staff
- Pharmacy
- Carers and Families

ORGANISATIONAL CHART



FREEDOM TO ACT

Guided by standard operational procedures and guidelines/scope of practice (GDC).
 Accountable for own professional actions, work is managed rather than supervised
 Make appropriate judgements to support patients based on knowledge and experience.
 Ability to escalate to senior member of staff, clinician/consultant where appropriate

COMMUNICATION/RELATIONSHIP SKILLS

Explaining information to patients / carers who might be receiving complex or distressing information and have the ability to show compassion and empathy and support the patients / carers with processing the information received.

Patients may have had injury as the result of trauma, congenital deformities or be receiving bad news relating to life threatening or terminal illness.

Supporting and comforting sometimes very anxious patients, those who may have challenging behaviours, complex needs and medical histories. Includes new-born babies and their parents (tongue tie), cleft lip and palate, special care patients or patients with a disability.

Communication with a number of other departments relevant to the patients care; medical secretaries, GP & Dental Practices, pre-assessment clinics, emergency department, theatres, wards, microbiology laboratories, Dental laboratory technicians, procurement (list is not exhaustive).

Complaint handling and management of patient experience.

ANALYTICAL/JUDGEMENTAL SKILLS

The post holder will be able to respond to patients with complex needs and medical histories by ensuring that they have oversight of what specialist instruments are needed, are able to anticipate and assess what appropriate support, both physically and emotionally is required, liaise with first stop to provide an urgent pre-assessment appointment for surgery and adapt their approach according to the individual circumstance.

Be the point of contact during the shift and resolve/escalate any issues.

PLANNING/ORGANISATIONAL SKILLS

Organising orthognathic clinics, preparing surgery environment, arranging transport and discharge lounge. Co-ordinating clinics, managing patient needs and expectations, relaying complex information. Planning and organising self and team when acting as unit co-ordinator. Relaying information to the team and attending training relating to the link nurse role within certain parameters.

Set up and close down of the surgery, this includes ensuring that working areas are cleaned according to cross infection control standards, all equipment (i.e. handpieces, light curing unit) is safe and in full working order, check that all relevant case notes, and prosthesis are available and liaise with Laboratory Technicians when necessary.

Planning and organising self and team when acting as unit co-ordinator

Provide reception support as required.

Planning resources for clinics-ordering, stock control, tracking and monitoring equipment, maintaining equipment, specialist equipment care.

Co-ordinating clinics, managing patient needs and expectations, relaying complex information.

PATIENT/CLIENT CARE

Give pre and post-procedure advice to patients and/or their carers who have undergone oral surgery, treatment under sedation or oral hygiene instructions for patients undergoing orthodontic treatment.

Set up x-ray machine with correct dosage and size. Take appropriate radiographs and save correctly on patients notes.

Providing oral health education on prescription from a clinician.

Provide post procedure oral hygiene instructions.

Act as Scrub Nurse for Theatre Day-Case Oral Surgery cases following strict cross infection control protocols. To assist in general theatre for lengthy and complex oral and maxillofacial surgery. This may be for trauma, orthognathic surgery or life-threatening conditions.

Sedation Nursing support to include checking and preparation of oxygen, IV sedation equipment, monitoring vital signs for continuous observation, recording timing and dosage of midazolam given, and to provide care and support during post op recovery.

Management of patient tissue samples. Ensuring correct administrative and infection control protocols. Samples have been transported in line with local procedures and can be tracked/traced.

Administer and maintain custody of all medicines, (draw up, steroid/antibiotic cover) under instruction and supervision, adhering at all times to the Trust's policy on Administration of Medicines. Ensure appropriate stock checks and replenishment.

Maintain an up to date Patient Group Directive (PGD) record and ensure staff have read and signed the directive.

Ensure the safe and appropriate storage and legal duties relating to controlled drugs. Responsible for the control and maintenance of controlled drugs keys.

Provide patients with dental care products

Trained in immediate life support. Respond and deal with medical emergencies in a calm and efficient manner, working as part of a team including giving CPR if necessary.

To provide specialist Dental Nursing support; both chairside and administrative, for the consultants and clinical within the departments of Orthodontics, Oral and Maxillofacial surgery

Participate in 'Link Nurse' roles where an individual shares updates with the team on a specific area such as Infection Control.

Ensure that all relevant workflows are completed and documented on EPIC and processed appropriately; such as pre-procedure information provision, pre-sedation checklists and discussions, taking medical observations. Listing of patients for treatments, maintaining records of day case and inpatient waiting lists for medical secretaries.

Give oral health advice and guidance where appropriate.

POLICY/SERVICE DEVELOPMENT

Ensure compliance with policies and procedures and clinical guidelines for self and others.

Regularly review practices and procedures to improve and develop the service we offer our patients.

Maintain departmental documentation of surgical procedures.

FINANCIAL/PHYSICAL RESOURCES

Ensure efficient and effective use of resources. Identify shortfalls in supplies of materials, stock and stationery and place on Unit 4. Order from pharmacy to maintain accurate stock levels

Maintenance and control of the departmental RESUS trolley and associated products; defibrillator, oxygen cylinders, portable suction, hypoglycaemia response equipment

HUMAN RESOURCES

Assist with the induction of new staff – medical and nursing. Supporting newly appointed Junior staff (Senior House Officers/DCTs) as well as new Dental Nursing staff members and Healthcare Assistants working on department bank placements.

Participate in the professional development of self and others and provide clinical supervision to less experienced staff.

Participate in planning and building the Dental Nurse rota on Healthroster.

Take part in regular appraisal

INFORMATION RESOURCES

Maintain departmental filing systems including patient records via EPIC, assess/test patient study models/records and appliances for quality and improvement purposes and provide administration support as required. Maintaining the departmental shared drive and box room (where physical plaster casts are stored following impression taking)

Contribute to service improvement by sharing ideas.

RESEARCH AND DEVELOPMENT

Occasionally participates in research and development and clinical trials.

PHYSICAL SKILLS

The postholder will be required to have highly developed physical skills and have the dexterity and co-ordination for working in a confined area during complex dental procedures. This involves the manipulation of dental materials and fine tools, such as laser, diathermy and cryotherapy, requiring accuracy and care.

PHYSICAL EFFORT

Pushing/Pulling trolley and Wheelchairs. Machinery required to undertake clinical work such as trolleys containing drill sets, diathermy and oral surgery kits. Transportation of equipment to HSDU trolleys. Set up and pack down of surgical instruments.

Manually handling and lifting/transferring patients from wheelchair to dental chair or theatre trolley using mechanical aids such as a hoist.

Some moderate physical effort is expected. Frequent sitting/standing for long periods. Carrying and transporting equipment. Frequent sitting/standing for long periods

MENTAL EFFORT

A moderate level of concentration is required

Work pattern mostly predictable

Occasional need for prolonged periods of concentration may arise for complex / emergency procedures or situations.

EMOTIONAL EFFORT

Offer support and comfort to very anxious patients and families, those who may have challenging behaviours, complex needs and medical histories. Includes new-born babies and their parents (tongue tie), cleft lip and palate, patients with a physical or learning disability, also patients and families who might have a terminal condition or whom may be undergoing complex surgery which may lead to facial/oral disfigurement and patients that are being given distressing news e.g. diagnosed as having a life threatening or terminal condition, and to liaise with the specialist nursing team.

The post holder may rarely be required to attend the Hospital Mortuary to assist clinician with dental identification services.

WORKING CONDITIONS

Ensure that health and safety standards are met and maintained within the surgery and that hazards are reported to line manager.

Frequent exposure to bodily fluids

OTHER RESPONSIBILITIES

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECK

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Specialist Dental Nurse
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING General Dental Council Registration National Examining Board for Dental Nurses Diploma or NVQ level 3 Radiography Certificate Sedation Certificate Oral Health Education Diploma Specialist knowledge and training in caring for patients that require complex dental treatments	E E E E E E	.
KNOWLEDGE/SKILLS Experience of working in an acute hospital trust Excellent written and verbal communication skills Ability to work with an Electronic Patient Integrated Care record system Ability to plan, coordinate and prioritise clinic and day to day workload Able to enthuse, motivate and involve individuals and teams Contribute to service development	E E E E E	D
EXPERIENCE Evidence of experience working with a wide range of dental procedures Interest in caring for patients with complex orthodontic and maxillofacial needs	E E	
PERSONAL ATTRIBUTES Excellent interpersonal skills Good organisational skills Promote compassion and empathy within the departments Flexible and able to work as part of a team	E E E E	
OTHER REQUIREMENTS Committed to further professional Development Ability to manage resources effectively. Ability to travel between sites	E E E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				x
Contact with patients	Y				x
Exposure Prone Procedures	Y				X
Blood/body fluids	Y				x
Laboratory specimens	Y				x
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y		x		
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		x		
Animals	N				
Cytotoxic drugs	Y				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				x
Heavy manual handling (>10kg)	Y			x	
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			x	
Mental Effort	Y			x	
Emotional Effort	Y				X
Working in isolation	N				
Challenging behaviour	Y			x	