

## 1. JOB DESCRIPTION

Job Title; Senior Dental Nurse

Responsible to: Principal Dental Nurse

Department Edinburgh Dental Institute

Directorate: West Lothian Health and Social Care Partnership – hosted service

Job Reference: **037099**

Last Update 07/02/2018

## 2 JOB PURPOSE

For area or responsibility, the post holder will lead the Dental Team on a day to day basis to ensure the provision of efficient high quality surgery and administrative support to Clinicians (including Consultants and Specialists, Core and Specialty Trainees, Postgraduate and Undergraduate Students, and Dental Therapists/Hygienists) working within the Oral Health Services.

From a clinical aspect, to assist all grades of dental clinicians, including training grades: LDFT (Longitudinal Dental Foundation Trainee) and Undergraduate Therapists, Specialist Dentists and Consultants with dental treatments, competently performing the technical and physical aspects of care for specialised patient groups who are referred to the service due to the complexity of their needs or medical conditions.

In addition, the post holder will meet agreed standards through leadership, guidance, example and motivation.

## 3. DIMENSIONS

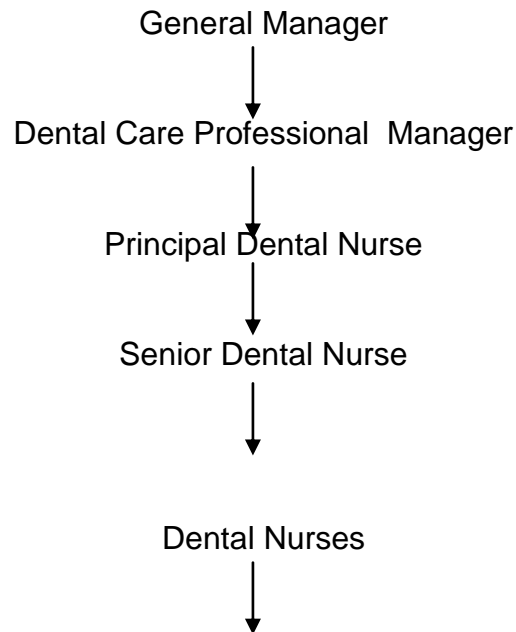
As part of Lothian Primary Care Division, Edinburgh Dental Institute employs in the region on 150 staff & has a wide training grade base. Primary, Secondary & Tertiary Oral Healthcare are provided through referrals from medical and dental colleagues in Primary Care or those working in other hospitals.

There are five clinical departments providing treatment for 50,000 patients per annum.

The client group includes a patient base of both adults and children referred to the Institute for complex/sophisticated treatments, uncooperative patients, patients with special needs including physical and learning disabilities medically compromised patients and phobic patients.

The post holder would be responsible for the management of the Dental Nurses within the department  
The post holder may be required to deputise for the Principal Dental Nurse in her absence.

#### 4. ORGANISATIONAL POSITION



#### 5.ROLE OF DEPARTMENT

The Dental Institute is a hosted service under West Lothian Health and Social Care Partnership, provides clinical care, education and training for all Dental Personnel.

The role of the Service is defined by Scottish Government as:

Promote oral health

Monitor the oral health of the population of Lothian

Inspect selected populations for oral disease

Provide training for all members of the dental team both pre and post qualification

Acceptance of Referrals from General Dental Practitioners

Patients who require more complex and specialised treatments

Provide training for Under-Graduate and Post- Graduate students wishing to specialise within an area of expertise

These groups are:

Adults and children with a physical or learning disability who have difficulty accessing care in general dental practice

Adults and children who require complex specialist treatment which is unable to be provided in a general dental practice

Adults and children with any medically compromising condition which results in difficulty accessing care in general dental practice

Adults with drug or alcohol abuse problem whose condition makes it difficult for them to access care in general practice

Any child whose family cannot or will not take them to a dentist

Children in certain deprived areas of who have special care needs

Anyone with mental illness who has difficulty accessing care in general dental practice

Any patient in hospital

Anyone in a care home who has difficulty accessing care in general dental practice  
Anyone who is housebound and unable to access care through general dental practice  
Anyone whose fear of dentistry discourages them from seeking dental treatment  
Anyone in prison  
Homeless people who have difficulty accessing care in general dental practice  
Anyone with a need for urgent dental treatment for the relief of an acute condition who has no immediate access to care in a general dental practice  
Anyone who requires access to specialist services - restorative, oral surgery, paediatrics and orthodontics

## **6. KEY RESULT AREAS**

To manage the day to day running of the clinic.

Responsible for the communication with all levels of staff to ensure efficient functioning of the department and promoting a good sense of teamwork and involvement.

Efficient and effective management of the Dental Nurses within the department ensuring Divisional policies and procedures are adhered to e.g. Personal Development plans/promotions attendance at work.

Completing administrative duties to provide effective stock control, cost control and accurate departmental records.

Responsibility for the specific in service training, personal development and Continuing Professional Development of the Dental Nurses, all of which increase confidence, competence and efficiency in the job and provision of care to the patients.

As well as the management duties, the SDN will perform the comprehensive list of DN duties as listed below.

To prepare the patient for dental treatment and to care for them before, during and after treatment, giving emotional and physical support and encouragement as required throughout, ensuring their comfort and therefore making treatment easier for everyone.

To give chair side assistance to the operator during all dental procedures, enabling treatment to be carried out to a high standard, including dental charting and writing up patient records under instruction for the clinician. To attend to the cleanliness of treatment areas, dental chairs and accompanying units, lights and other specialist equipment in accordance with the Control of Infection Policy.

To prepare and mix dental materials ready for use, as required for each procedure and to be aware of COSHH guidelines for each material

To attend to the cleanliness of treatment areas, dental chairs and accompanying units, lights and other specialist equipment in accordance with the Control of Infection Policy including safe disposal of clinical waste.

To prepare instruments and place in appropriate containers ready for removal to Central Sterile Services Department for decontamination (cleaning, packing and sterilisation) and to place in the appropriate storage areas on their return from CSSD, ensuring that clean instruments are used in rotation.

To prepare and dispense medicines/drugs required for the patient under the supervision of the clinician

To assist in the delivery of pre and post-operative instructions and to provide Oral Health instruction, giving the patients and their carers the knowledge, skills and confidence to improve and maintain good oral health.

To be responsible for the decontamination of Dental Laboratory work, packing and delivering to

Laboratory and for collecting and decontamination before fitting or posting out patients.

To check specialist equipment and treatment areas make ready for use, reporting any faults initially to the Principal Dental Nurse and then to Estates management department in accordance with Health and safety guidelines, thus ensuring a safe environment for colleagues, patients and their escorts and visitors to the department.

To use appropriate manual handling measures and equipment required during the maneuvering of patients and equipment.

To be responsible for the layout of units and simple maintenance of equipment and instruments ensuring adequate stocks of materials at units.

To carry out any clerical or administrative duties as required including stock control, dealing enquiries and complaint from patients, carers or other medical professionals and triage of patients presenting for emergency care.

To assist as required in other departments within the Institute, including Sterile Services and to assist with various Post Graduate exams held within the Institute including laying out of equipment, x-rays, models etc. and timing.

To ensure that emergency equipment is regularly checked and maintained and to apply the appropriate procedure in patient medical emergencies, fire and incident reporting, and health and safety requirements.

## **7a EQUIPMENT AND MACHINERY**

Involved in the use of specialized dental hand instruments for each and every clinical procedure and operation performed in the dental surgery including: Dental Inspection, Conservation, Prosthodontics. Periodontology, Orthodontics, Minor oral surgery, Preventive Dentistry.

Daily use and maintenance of all dental equipment including:

Dental chair, dental units including dental light, rotary instruments (handpieces), air scalers, ultrasonic scalers, curing lights, compressed air/water syringes.

Assembly and disassembly of dental syringes, manual and electronic delivery system (Wand) use by clinicians to administer local anesthetics.

Amalgamator used to mix dental amalgam and other materials in capsulated form.

Acrylic trimmer, stand alone unit used to trim acrylic on dental appliances impression trays.

Alginate, mechanical device for mixing alginate impression material.

Pentamix mechanical device for mixing silicone based and other cartridge type impression materials.

Obtura II device to heat gutta percha and allow its placement in previously prepared root canals.

Cameras, Dental Eye and Digital for taking intra-oral and extra-oral photographs of patients as part of their records.

Computer used to store patient records, request x-rays , display appointment system, diaries, waiting lists, audit tool, teaching tool, communication.

Manoeuvring and decontamination of:

Emergency equipment on trolley, including oxygen, cylinder and mask, de-fibrillator and emergency drugs and equipment required for the management of medical emergencies.

Electro surgery equipment

X-ray Viewers-radiographic diagnosis

Mobile curing lights, to set dental materials

Inhalation sedation equipment: Quantiflex MDM machine with four gas cylinders, breathing circuits, filters, used in the sedation of anxious patients requiring treatment.

Pulseoximeter to check oxygen saturation during certain procedures.

Blood pressure monitor

Hoist, wheelchair, manual-handling aids, to ensure the safe movement of patients with poor mobility.

## **7b. SYSTEMS**

Inputting of information on behalf of clinicians to form part of patient records, including patient details, medical history forms, dental charting, updating patient's details completing database forms.

Arranging for lab work to be delivered to and collected from the laboratory.

Monitor and maintain patient model box system, storage and archiving of patients models as per of dental records, disposing of models after the required period of storage.

Creating patient boxes within the established system for the storage of dental study models and dental appliances/prosthesis.

Stock control and ordering of items from various companies through Procurement Department, instruments and equipment and maintain records.

Recording patient's details to ensure photographs are returned to the correct clinician.

Reporting and recording faulty equipment and its repair.

Occupational Health referrals and promoting attendance at work.

## **8 ASSIGNMENT AND REVIEW OF WORK**

The post holder will work on their own initiative, with support from the Principal Dental Nurse, assuming full responsibility for the day to day running of the department, liaising with the Heads of Department and reception/secretarial staff as required.

Ordering stock as required.

Work shall be reviewed on an annual basis as part of the personal development and performance review process.

They will hold weekly meeting for the Dental Nurses, within the department.

Attend Senior Dental Nurse meetings.

Attend monthly meetings which are held for the whole department/team.

Attend quarterly meeting which are held for all Institute members of staff.

Attend operational management meetings or other working groups as required.

## **9.DECISIONS AND JUDGEMENTS**

Excellent judgmental and analytical skills are required by the qualified dental nurse leading to prompt action in a wide range of complex clinical and non-clinical procedures and situations.

Be able to prioritise workload where required.

The needs of patients and clinician must be constantly anticipated, interpreted and dealt with efficiently.

Knowing when to seek further advice from a senior member of staff.

Dealing with enquiries and complaints from patients/carers and other healthcare professionals, including the responsibility of triaging patients who attend the casualty service with the department.

As Senior Dental Nurse the post holder is responsible for the decision making which affects other members of staff e.g. allocation and reallocation of work.

Fault finding on equipment reporting to appropriate member of the team

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Managing staff

Time/demand management, prioritising workload.

Working within and adapting to a constantly changing environment.

Working with all types of patients including physically and mentally handicapped, medically compromised, anxious, phobic and children, all of whom can act unpredictably at any time.

Working with and providing support for post-graduate staff who are treating patients and studying for examinations.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

A high standard of interpersonal skills is critical to this post as the post holder is required to advise, influence and motivate staff and to promote and encourage teamwork with the Dental Team.

Close communication and liaison with clinical and support staff on all levels is crucial to the smooth running of the department.

A qualified Dental Nurse is constantly required to liaise and communicate with patients and their escorts. Other members of the dental team on all levels, and other healthcare professionals.

Due to the wide and varied nature of the patient base and their physical and mental state, excellent interpersonal and communication skills are essential to put everyone at their ease and to allow treatment to be provided efficiently and effectively.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### Physical

Walking, sitting, standing, often in awkward positions for lengthy period of time  
Carrying or maneuvering awkward/heavy equipment (dental equipment, gas cylinders etc).  
Hoisting or transferring patients with mobility problems to and from the dental chair.  
Speed and accuracy in preparing mixing dental equipment and materials to a trained format.  
Keyboard/IT skills

### Mental and Emotional

Staff management whilst maintaining chairside assistance.  
Pressure from demanding workload of having to juggle administrative duties and clinical duties on a day to day basis with little or no protected time.  
Providing advice, support etc. to Dental Nurses with work related and personal problems.  
Pressure from a demanding workload including working in an open plan clinic and covering clinics unfamiliar departments.  
Pressure from working with patients with special needs.  
100% concentration required when dealing with patients, despite lots of surrounding noise and distractions.  
Being able to remain focused during prolonged clinical procedures.  
Entertaining patients and escorts whilst waiting long periods of time for senior/supervising clinicians.  
Dealing with patients complaints regarding waiting times.  
Dealing with the public and providing empathy, encouragement and support.

### Environmental

Working in an open plan clinic with lots of distractions.  
Working in close, cramped confines within the dental unit.  
Risk of needle-stick injury when dealing with sharps and their disposal.  
Working with substances hazardous materials.  
Chemical spillage of potentially hazardous materials.  
Blood spillage, risk of contamination from blood borne viruses.  
Dealing with bodily fluids when patients vomit during treatment e.g. impression taking  
Handling/safe disposal of clinical waste.

### **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Qualification:

General Dental Council register able Dental Nurse qualification (SCQF Level 7)

Post registration Dental Nurse qualification (SCQF Level 8 or above) in Sedation, Orthodontics, Oral Health

Education, Radiography or Special Care (NEBDN or SQA)

Expertise within specialism underpinned by relevant practical experience. Knowledge of range of dental nursing procedures; acquired through training and experience to diploma level plus knowledge of supervisory procedures to degree or equivalent level'.

Have the ability to work competently with Microsoft Word Packages and have advanced knowledge of the electronic patient management systems in order to troubleshoot issues at a local level.

Enhanced communication, listening, and excellent interpersonal skills

### **14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the description applies.

Job Holders Signature:

Date:

Head Of Department Signature:

Date: