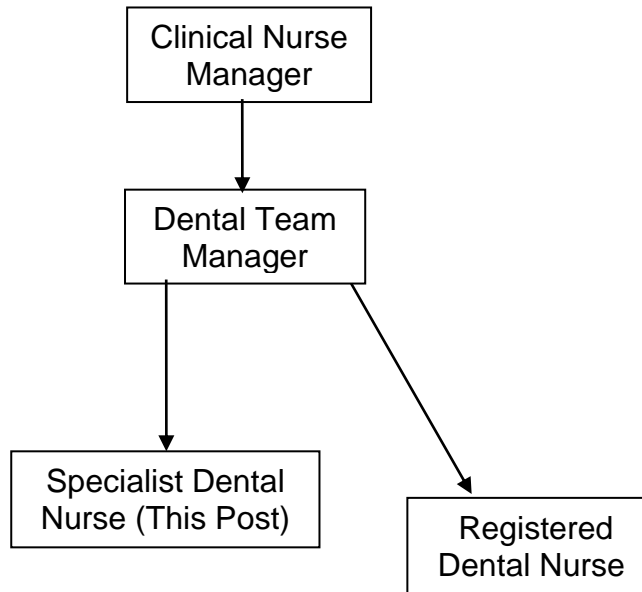


JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION	
Job Title:	Dental Nurse Specialist (Maxillofacial)
Responsible To:	Senior Specialist Dental Nurse
Department:	Oral & Maxillofacial Surgery
Directorate:	Head & Neck
Job Reference:	230000
No. Of Job Holders:	3
2. JOB PURPOSE	
<p>To work within the multidisciplinary Oral & Maxillofacial team assisting through the preparation, monitoring and support of patients with a range of oral and maxillofacial needs such as trauma, facial deformity and head & neck oncology. The postholder is responsible for patient care as well as the clinical preparation of specialist clinics/surgeries, supervision of junior members of staff and the clinical safety processes to support the department.</p>	
3. DIMENSIONS	
<p>The department is the regional and acute receiving unit for Edinburgh, Lothian & Borders and provides an out-patients service, delivering a wide range of specialist care, and treatment to patients requiring the services of maxillofacial outpatients.</p> <p>This involves caring for patients with complex medical histories; special needs; pathology of head and neck deformity; facial trauma; oropharyngeal cancer, and skin cancers.</p> <p>Annual Departmental Outpatient Numbers:</p> <ul style="list-style-type: none"> • New & Review Patents – 9,500 (approx.) • Treatment Patients – 1,500 (approx.) <p>The post holder is required to have an awareness of the financial constraints within the area in relation to materials and staffing resources for the safe use of specialist equipment and specialist materials following correct authorisation protocol for restricted items.</p> <p>Staffing responsibilities: Responsible for inducting new staff and bank staff into specialist department and in absence of line manager allocate workload to junior and/or bank staff.</p> <p>Support:</p>	

- 6 Consultants (1 of which is the Clinical Lead for the department)
- 1 Clinical Fellow
- 2 Specialist Registrars
- 2 Speciality Doctors
- 5 SHOs
- 1 Senior Specialist Dental Nurse

4. ORGANISATIONAL POSITION



Key: Direct line Management = ↓

5. ROLE OF DEPARTMENT

The overall role of the department is to meet the needs of patients requiring Oral & Maxillofacial Services, including any physical, physiological and social needs then may have.

The department operates as an integral part of NHS Lothian; promoting patient centre services, based upon local and national strategies, taking account of the divisions clinical, corporate and staff governance agenda.

The department works to promote a culture of openness and honesty and provide learning and stimulating environment where staff can flourish.

6. KEY RESULT AREAS

1. Provide expert clinical knowledge and skills to prepare, assist, chaperone, monitor and educate a range of complex patients enabling the Oral & Maxillofacial multidisciplinary team to undertake routine and specialist clinics/procedures.

2. Participate in all routine surgical procedures carried out under local anaesthetic and conscious sedation, including intra-oral procedures (e.g routine biopsies, apicectomies, and dental alveolar surgery). Also, assisting surgeons/clinicians in complex, or non-routine procedures (e. g craniofacial, zygomatic and intra-oral implants, oral cancers, skin cancers and skin lesions). Ensuring patients are properly prepared for treatment and providing advice, instruction and reassurance when required.
3. Conduct nurse led pre-operative conscious sedation assessments, evaluating a patients' American Society of Anaesthesiologist (ASA) classification and their suitability for treatment under conscious sedation within out-patients as determined by sedation guidelines. This requires the post holder to take and record the patients' medical/social history, blood pressure, blood oxygen saturation levels, and heart, ensuring that all specialist conscious sedation paperwork is completed.
4. Facilitate daily set up of specialist clinics (diagnostic and treatment), including setting up of instruments/equipment for routine and non-routine surgical procedures, including surgical instruments, surgical equipment and machinery.
5. Monitor and observe patients during local anaesthetic and conscious sedation procedures, monitoring patient's vital signs to ensure early detection of any medical complications and ensure adequate recovery prior to criteria led discharge, and being able to initiate appropriate emergency care and escalation outwith protocols.
6. Additional duties also include removal of extra/intra oral sutures and staples; taking of blood samples; assistance in administration and removal of cannula; setting up of conscious sedation treatment; and safe storing and preparation of controlled drugs for sedation.
7. Participate and assist in joint Oral & Maxillofacial and Orthognathic/Restorative clinics assisting in model taking, ensuring model availability for patient trials and then appropriate preparation/ decontamination of models for onward transmission to Oral & Maxillofacial laboratory.
8. Establish and maintain effective communication and relationships with patients and relatives and the multidisciplinary team, delivering appropriate post operative instructions and providing Oral & Maxillofacial health promotion to patients, including individual oral hygiene instruction and smoking cessation advice, initiating onward specialist referral on behalf of the patient.
9. Responsible for dismantling and safe disposal of contaminated instruments and sharps, clearing of contaminated waste materials as per operational policy, and traceability to HSDU for patient safety. This includes the management, tracking and inventory of all instruments being sent between the department and HSDU to ensure all appropriate equipment is available when required.
10. Prepare case notes prior to clinics, ensuring all relevant necessary clinical administration is available e.g x rays, blood result, biopsy reports and scan results are available.
11. Work in collaboration with other departments across the service such as, the waiting list team for all maxillofacial surgical procedures to help to ensure that patient waiting times are met.

12. Co-ordinate with other services to provide all necessary treatment planning, often at extremely short notice, in preparation for surgery. This includes contact with the Ophthalmology and Radiography departments to arrange patient assessments and imaging efficiently, including, ophthalmic charting/assessments, radiographs, CT/MRI scans, and ultrasound scans often negotiating changes to care plans, times and, or tests.
13. Responsible for ordering, safe and secure storage of all medicines and controlled drugs according to local and national policy. Maintain departmental stock levels, through ordering of stores ensuring efficient use of all resources.
14. Promote and adhere to all relevant NHS Lothian policies and procedures such as infection control and health & safety, whilst maintaining knowledge of current local and national professional guidelines.
15. Participate in audits, clinical trials, surveys, and research and development activities in within the speciality as required.
16. Supervise and monitor junior Oral & Maxillofacial staff and act as preceptor to dental nurses in training and participate in the induction of new staff members/Senior House Officers and bank/agency Dental Nursing staff, sharing specialist knowledge and techniques used in specialist Oral & Maxillofacial procedures.
17. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

The following are examples of specialised dental equipment which the post holder will both set up and ensure routine maintenance off when undertaking the role.

- XL+ Defibrillator
- Emergency trolley (appropriate use of emergency drugs)
- Pulse oximeter
- Surgical drills
- Nasendoscope
- Bi-polar machine
- Piezotome surgical kit – for appicectomy treatment
- Oroscope/Otoscope
- Doppler ultrasound

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

- Responsibility for maintenance of instrument stock via departmental stock inventory system. Occasional ordering of supplies for department using a paper stock control

system

- To be responsible for recording of electronic case note system (paperlite).
- Disinfection system used for dental impressions.
- To be proficient in the use of IT systems- internet/intranet including use of email
- Track Care for patient tracing
- Datix for accurate recording of incidents.
- Digital radiography and imaging system

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

The post is self directed within own limitations, being able to recognise these and seek appropriate guidance. whilst working within occupational, national and local policies

The post holder will be responsible to the Senior Specialist Dental Nurse for clinical guidance and professional management who will provide annual review and PDPR.

Workload is generated by the clinical activity within the department and will be assigned by the Senior Specialist Dental Nurse; however, the post holder will have responsibility for managing defined workload within professional guidelines.

9. DECISIONS AND JUDGEMENTS

Undertake assessments and then determine appropriate response to patient needs during treatment conditions to establish any change in condition, recognise emergency situations and respond accordingly.

Monitoring and be responsible for patients under conscious sedation to allow the rest of the multidisciplinary team to undertake their duties throughout procedures.

Provision of professional Oral & Maxillofacial advice to junior staff, nonregistered nurses and an ability to recognise own limits.

As the first point of call within the Oral & Maxillofacial care team, undertake telephone triage, signposting, direction and verbal education of own patients who are also receiving multiple strands of Oral & Maxillofacial and other medical care.

Use own initiative and make decisions with minimal supervision within boundaries of own knowledge and skills.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Adapting to continual change to new clinical situations and strategies.

Prioritising own workload under continually increasing demands responding to the unscheduled flow as a regional acute receiving Oral & Maxillofacial trauma unit from Accident & Emergency and other departments/wards.

Adapting communication skills taking cognisance of the specific communication difficulties those Oral & Maxillofacial patients may experience using tact and diplomacy to motivate and persuade patients and their relatives and carers to follow care protocols/ education packages to support compliance and understanding.

Dealing with patients and relatives with high levels of stress, anxiety and expectation and responding to challenging behaviours and circumstances.

11. COMMUNICATIONS AND RELATIONSHIPS

Communicate sensitive clinical information to patients, relatives and carers in relation to the provision of care in the Oral & Maxillofacial department in a manner not liable to offend or antagonise taking account of barriers such as cultural, language, physical or learning disability.

Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to patients having received bad news, and who are dealing with emotionally challenging situations.

Communicate effectively both verbally and in writing to other members of the multidisciplinary team including participation and contribution to the ongoing service at departmental meetings.

Internal:

Communication with other members of the multidisciplinary team, including medical secretaries, radiography staff, prosthetic laboratory staff, oncology staff, head and neck specialist nurses, dieticians, speech and language therapists, etc

Communication with other relevant departments within the division (e.g. laboratory services, estates, ophthalmology, suppliers, fire officer, human resources, infection control team, medical records, theatres, HSDU, wards and A&E departments).

External:

General medical practitioners, general dental practitioners, practice/district nurses, hospice, care homes, HM prison services, patient transport.

Members of the general public, whether they are potential patients, or pre/ post operative patients, patient family members, frequently contact the department seeking advice or assistance.

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

The post holder will be involved in mainly clinical activity and will frequently be required to move between tasks at short notice to meet the needs of the service. There is a requirement of flexibility of working patterns and the ability to deal with situations as they arise. Workload can be unpredictable, and priorities can change.

Physical Skills:

Manipulation of fine instruments and knowledge of how to use specialist equipment tools (for example, implant components, fine adjustment of surgical motors, bi-polar machines)

Hand and eye co-ordination when assisting surgical procedures.

Accurate IT skills – daily use of computer e.g., communicate with other colleagues, complete data input.

Skills required to assist with therapeutic handling dependent on clinical area

Physical effort:

Prolonged moderate physical effort including bending, walking, lifting, pushing, operating heavy/complex equipment, every day including lifting patients between wheelchairs to dental chairs and lifting, carrying and transferring a range of equipment to and from locations.

Acting as surgical first assistant for a large number of routine & non-routine procedures which requires standing for very long periods of time, adjusting posture to adapt to the patient and the surgical site.

Direct manual handling of patients with due regard for own safety, including lifting, carrying, pushing wheelchairs, and arranging seating on a daily basis.

Mental:

Frequent requirement for concentration as work pattern is unpredictable (i.e. frequently dealing with interruptions), requiring a high level of problem-solving skills and the ability to work under own initiative.

Concentration required while assisting surgeons and monitoring of patients during all surgical procedure whilst maintaining safety of staff and patients.

There is a requirement to deal with challenging behaviours/patient groups and under emotional/distressing circumstances.

Emotional:

Frequent exposure to hazards such as verbal and physical aggression working in a hostile and emotive environment, which may result in a need for sudden intense effort and concentration e.g. weekly trauma clinics where patients may be in heightened levels of anxiety and or be under the influence of alcohol and other illegal substances.

Deal with distressed and anxious patients, and carers using excellent communication skills to diffuse difficult situations.

Provide emotional support to patients and their relatives, throughout their diagnosis and treatment plan who have been told of suspected/confirmed oral/maxillofacial.

In the absence of a clinical nurse specialist, be present to offer support to patients and family members during and immediately after the delivery of bad news, ensuring all appropriate contact and support information is available.

Dealing with individuals with terminal illness severe disfigurement, ranging from oncology, trauma and orthognathic patients.

Environmental:

Deal with bodily fluids i.e. blood, saliva, pus, mucus, vomit, viruses, infected wounds, mouth ulcers, malignant mouth ulcers, skin cancers, mouth odours and contact with bodily fluids on a daily basis.

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

SVQ3, HNC or PDA in Dental Nursing (All equal to SCQF Level 7), with previous experience working in a healthcare setting.

Intravenous Sedation for DCPs SQA Professional Development Award or equivalent (SCQF Level 8).

Evidence of Continuing Practise development.

Relevant experience in speciality (examples):

- NES competencies for suture/staple removal
- NES Venepuncture course and competency sign off
- Safe storage and preparation of controlled drugs for sedation, removal of cannula – obtained through SQA PDA in Sedation (SCQF level 8)

Ongoing knowledge and training within maxillo facial specialist area, gained through experience and competency sign off within the department, *which takes 12 months to complete.*

This includes:

- **Specialist Maxillo Facial Surgical Procedures** (e.g. Alveolar Cyst Decompression +/- T tube or drain insertion; Alveolar cyst removal/ enucleation; Bone debridement; Core biopsy; Pack placement/ change; Sebaceous cyst removal, etc.)
- **Trauma / Acute Receiving Procedures** (e.g. scar revision; IMF screw removal; plate removal; suturing of facial lacerations; incision & drainage of infected cyst/ abscess, +/- insertion of drain; decompression of haematoma, etc.)
- **Facial/ Joint Dysfunction or Facial Pain Procedures** (e.g. Long-lasting anaesthetic; Arthrocentesis using steroid and or lubricant; Botox injections –various sites, etc.)
- **Salivary Obstruction Procedures** (e.g. salivary duct dilation; salivary stone removal, etc.)
- **Orthognathic Pre- Op Work Up Procedures** (e.g. bite registration, face bow, etc.)
- **Maxillo Facial Equipment Knowledge & Skills** - set up, maintenance, decontamination (e.g. surgical drills, nasendoscopes, bi-polar machine, oroscope, otoscope, doppler ultrasound, etc.)

Effective written and verbal communication skills.

Organisational and time management skills

Effective listening and interpersonal skills.

Ability to work with people and as part of a multidisciplinary team

Ability to supervise and provide a mentorship role to new and junior staff.

14. JOB DESCRIPTION AGREEMENT

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

Job Holder's Signature:

Date:

Head of Department Signature:

Date: