



NHS Greater Glasgow and Clyde

Apprenticeship Programme

**Trainee Dental Nurse Programme
(Modern Apprenticeship)
Glasgow Dental Hospital and School**





Who can apply for this Programme?

Our Trainee Dental Nurse Programme (Modern Apprenticeship) is only open to applicants who will be aged 16 to 24 years (or 16 to 29 years for Disabled Applicants or applicants who are care experienced*) on 31st July 2024, in line with NHS Greater Glasgow and Clyde Widening Access to Employment Strategy and workforce projections.

We are committed to recruiting a workforce that reflects our population and we welcome applications from people from Black, Asian or other Minority Ethnic backgrounds, from LGBTQ+ candidates, Care Experienced* people and Disabled people.

Entry Criteria



Applications are considered on a competitive basis which means not all candidates who meet the entry criteria will be guaranteed an interview.

The assessment section of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing this section carefully** and ensure you provide all the information we ask you for.

In order to be considered for interview your Application Form **MUST** clearly demonstrate that you meet the following criteria:

- Two National 5 qualifications (or SCQF equivalent) at Grade A-C in English/ESOL and a Science Subject and a National 4 qualification (or SCQF equivalent) in Maths.
- Fully complete the assessment question section of the application form (see page 12) to demonstrate that you have the interpersonal skills and qualities we require for this post.
- We operate a Guaranteed Interview scheme for Care Experienced* and Disabled applicants who meet the minimum selection criteria for this post. Please contact donna.lennie@ggc.scot.nhs.uk for more details

**The term “care experienced” refers to anyone who has been, or is currently in care. This includes kinship care where you are living/lived with a relative who is not your parent, or looked after with the help of social work, or living/lived in Residential care, Foster care, secure care or Adoption.*

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Job Description and Person Specification 20/26



Trainee Dental Nurse (Modern Apprenticeship)

What is a Modern Apprenticeship?

A Modern Apprenticeship is a job which lets people earn a wage and gain an industry-recognised qualification whilst they are working. This means that you will be an employee of NHS Greater Glasgow and Clyde and during your employment with us will be supported to gain the skills and qualifications that will help to start your career as a Dental Nurse.

What will a Trainee Dental Nurse do?

A full outline of the duties is provided in the full job description. The duties will change regularly depending on what work and projects are required within the service.

However, in general these tasks will be;

- Preparing the clinical environment, instruments and materials.
- Care for patients before, during and after treatment.
- Assisting clinicians as required.
- Supporting patients and carers.
- Preparation of materials,
- Maintain patient clinical records.
- Developing x-rays
- Ensuring patients and relatives are kept informed.
- Awareness of patients requiring additional support.
- Treat all patients, members of the public, colleagues as individuals and with respect at all times.
- Maintain adequate stock levels whilst ensuring resources are utilised responsibly.
- Responsibility for care, cleanliness and daily maintenance of specialised equipment.
- Compliance with NHS GG&C Health and Safety procedures and infection control

You will work to the Dental Nurse job description with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined. You would not be expected to perform at the level of a Trained Dental Nurse upon appointment.

You will also receive an outline of the apprenticeship programme which highlights the key areas which you are expected to complete before your apprenticeship will end.

What qualifications will I receive?



Throughout your training you will work towards the Scottish Vocational Qualification (SVQ) Level 3 and Professional Dental Award (PDA) in Dental Nursing. These are the qualifications that will allow you to register with the General Dental Council as a Dental Nurse.

As part of the Modern Apprenticeship, you will complete a range of Workplace Core Skills to Level 5.

The SVQ Level 3 will cover a range of topics including:

- Make sure your own actions reduce risks to health and safety.
- Prepare and maintain environments instruments and equipment for clinical dental procedures.
- Provide basic life support.
- Reflect on, develop, and maintain own skills and practice in learning and development.
- Offer information and support to individuals about dental services and the protection of oral health.
- Provide chairside support during the assessment of patient's oral health.
- Contribute to the production of dental images.
- Provide chairside support during the prevention and control of periodontal disease and caries and the restoration of cavities.
- Provide chairside support during the provision of fixed and removable prosthesis.
- Provide chairside support during non-surgical endodontic treatment.
- Provide chairside support during the extraction of teeth and minor oral surgery.

The PDA topics will cover:

- Infection Control and Prevention
- Principle of Oral Health Assessment and Treatment Planning
- Principle in the Management of Plaque Related Diseases
- Dental Radiography

The Workplace Core Skills include:

- Information and Communication Technology

- Problem Solving
- Numeracy
- Working with Others
- Communication

The educational component of your training programme will be delivered by NHS Education for Scotland. Your programme will be delivered using a range of online and face to face tutorials.

The online component is delivered via Teams, you must have access to equipment (laptop, computer, and mobile phone all with camera and audio) and reliable internet connection to access online platforms.

Face to face days take place in Glasgow Dental Education Centre.

Your programme will include:

- Tutorials
- Practical learning
- Ongoing assessment via an online learning platform – SOLAR
- An online portfolio - Learning Assistant

You will be supported by a team of tutors/assessors who will deliver education, support portfolio building and monitor your progress throughout.

As part of the Modern Apprenticeship candidates will have scheduled reviews at set periods throughout the programme, you will meet with your manager and assessor to review your progress, set actions for the next period, and discuss any other matters relevant to your progress.

For further information on the Trainee Dental Nurse Programme please follow the link below.

[Dental Nurse Modern Apprenticeship | Turas | Learn \(nhs.scot\)](#)

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For further information on the Trainee Dental Nurse Programme please follow the link below.

[Dental Nurse Modern Apprenticeship | Turas | Learn \(nhs.scot\)](#)

Will I sit any exams?

A pre-final examination is also held four months prior to your final exam. Your progress with regard to clinical placements will be completed at the conclusion of each rotation. This will assess such as professionalism and behaviours, communication, knowledge and reliability.



At conclusion of your training you will be assessed through a combination of;

- Written examination
- Spotter tests
- Practical tests

- Oral tests
- Record of experience

It is important that your attendance is excellent to ensure you attain the academic knowledge and practical skills required to be a Dental Nurse.

Trainees who have a poor attendance record may not be presented for the final examination.

Where will I be working?

This post is based in the [Glasgow Dental Hospital, 378 Sauchiehall Street, G2 3JZ](#)

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonocard's - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde's sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

Hours of Duty

35.6 Hours per week (Annualised Hours Contract)

Annual Leave

Please note that this is a fixed term annualised hour's contract where your annual leave is fixed in line with university holiday timetable. This means that you will be unable to take annual leave days outside the fixed leave calendar.

You will be allocated 2 weeks of annual leave at Christmas, 2 weeks at Easter and 5 weeks over the summer period



How long will this Training Programme last?

The Trainee Dental Nurse Programme (Modern Apprenticeship) will last for 18 Months.

By the end of the Apprenticeship Programme you will be expected to:

- Complete NHS GGC organisational induction and Mandatory Healthcare Support Worker Induction Standards & Code of Conduct
- Complete role specific induction
- Evidence the knowledge and skills required for the job role via the Knowledge & Skills Framework Review & Personal Development Planning Process

- Complete the Core Skills, Scottish Vocational Qualification (SCQF Level 7) in Dental Nursing and [Professional Development Award \(PDA\) at level 7](#) In Dental Nursing and any enhancements outlined the [Dental Nursing Modern Apprenticeship Framework](#)
- Attend any training sessions and meetings arranged through the wider NHS GGC Modern Apprenticeship Team.
- Adhere to NHS GGC Policies & Procedures

Training will be undertaken in your place of work with the support and qualification assessment provided internally by a team of experienced work based assessors.

How is the Scottish Vocational Qualification (SVQ) Delivered?

An SVQ is a qualification that shows that you are able to perform a job to nationally recognised standards and is made up of a number of units, each one of which describes an aspect of the job. There are no exams involved in an SVQ, staff are assessed at their workplace using observation, professional discussion and work related evidence.

You will be assessed on the skills you use every day in your job and will assemble a portfolio of evidence in support. Your workplace training supervisor will also be involved with some assessments to provide workplace monitoring and feedback.

What qualifications will I hold when I complete this programme?

On the successful completion of the programme, in addition to the work place training and competencies relevant to the role that you will also be awarded:

- [SVQ in Dental Nursing \(SCQF Level 7\)](#)
- [Professional Development Award in Dental Nursing at SCQF level 7](#)



What happens at the end of my Training?

On successful completion of the Trainee Dental Nurse Programme (Modern Apprenticeship) you will be eligible for General Dental Council Registration and be able to move into employment within General Dental Practice and apply for any relevant Dental Nurse positions within the NHS.

What type of person are you hoping to recruit?

We are looking for someone who is enthusiastic to learn and to develop themselves. It is important that you take pride in doing your best and are not scared to take on new challenges as part of a team.

You will need to be empathetic and have a confident and reassuring manner in your approach as you will be supporting patients who are frequently nervous, anxious and often in pain.

This role is physically demanding and may require long periods of sitting and standing chair side or in theatre. Each clinical session is unpredictable, therefore you have to be adaptable and respond to rapidly changing situations.

Your application form should demonstrate that you have the ability to work in a methodical and organised manner to ensure efficient delivery of care to your patients and excellent attention to detail is required.

You will find further guidance on how to complete this section of the application form and suggested examples of cross transferable skills from education/extracurricular activities on page 12.



Selection Process

Please note this time table is indicative and may change. Any variation in dates will be notified to candidates.

Recruitment Stage	Date
Post opens for Applications	Wednesday, 8 th May 2024
On line Information Sessions	Monday, 13 th May 2024 @5pm
Closing date for application submission	Wednesday 15 th April 2024 (Noon)

Applications Assessed and selected candidates identified for Stage 1 Interview.	Completed by 20 th May 2024
Online Interview Preparation Session	20 th May 2024
Interview – In person Panel Interview	28th May 2024
Start date for Successful candidates to commence employment – <i>Subject to successful completion of all required pre- employment checks</i>	1 st August 2024 @ 09:30



I've never worked as a dental nurse before so how do I know if I have the skills you are looking for?

As well as the educational qualifications, skills, knowledge/experience you must have to be able to do the job we will also ask you to provide supporting information in your application form that will help us assess your suitability.

The Assessment Section of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing this section** and ensure you address all the questions posed. *See Page 12*

How do you decide who to interview?

We base our decision on who to interview by assessing the information you have provided on your application form and your responses to the questions you have been asked to address in the assessment section.

The Assessment Section of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing this section and ensure you answer all the questions put to you in the way we ask you to.** *See Page 12*

NHS Scotland is a Disability positive organisation and operates a Job Interview Guarantee scheme for disabled applicants who choose to participate in this scheme. **All disabled applicants who meet the minimum criteria for selection are encouraged to indicate if they wish to participate in the Job Interview Guarantee Scheme.**



How to complete your Application Form

How do I apply for this position?

All applications need to be made through the NHS Scotland on line application form system.

When you first register with the application system you will create an account which you can access at all stages of the process.

How do I complete my application form?

One standard application form means that everyone who applies is considered on the same basis. **You need to complete the application form in full – please do not upload a CV as this will not be available to the selection panel.**

What you need to tell us on the application form

When completing your application please ensure that:

- You provide us with full contact details
- You provide us with your **full** education history. If including Standard Grades or Intermediate or GCSE please make sure you include the level.
- You provide details of any employment history, if any.
- If you have no employment history you can include volunteering or work experience placements in employment history section.
- You complete the assessment questions
- You provide full contact details for a least 2 referees (education, employment or character). *Please see page 13 for guidance on who can provide references*

It's a good idea to gather all the necessary information e.g. your educational qualifications

before you start to complete the application form.

Plan what information to include in each section of the application form and draft your responses before you type it into the text box in the application form and check your spelling and grammar.

To give you the best possible chance of selection please ensure please ensure you read and **follow the detailed guidance on page 12 and that before submitting your application ensure you have provide the detail we have asked you for when answering the three assessment questions.**



Completing the Assessment Questions

To stand the best chance of getting an interview you need to fully answer the assessment questions and make sure you follow the guidance we give you on how to answer.

You will be asked three questions in the application form and we would like to answer them as follows:

1 Why do you think you are suitable for this role?

- **How to Answer:** **In the summary information we have told what kind of person we are hoping to recruit. Give us examples that show us you have the skills and attributes you will need for this job.** *Tell us about the skills and personal qualities you have and how you have developed them e.g. through work, volunteering, school/college practical subject based tasks (any school subjects any hobbies or pastimes that can demonstrate your skills), any clubs or after school/college groups/other interests that demonstrate the communication skills and personal qualities we are seeking. **Don't just tell us you have a skill or attribute – give us examples of it and and tell us how they would help you in this job.***

2 Why do you want to work for the NHS?

- **How to Answer:** **Tell us why are you interested in becoming a Trainee dental Nurse.** *We have told you in the supporting information and job description what the job involves so tell us why you think you would be good applicant. **Tell us about your interest in working in Dental Nursing and why this is the career path for you.** What is it about this job that appeals to you and why did you apply for the programme?*

3 Is there any other relevant information that will assist us in shortlisting your application?

- **How to Answer:** **Tell us a bit more about you.** *How do your family, friends, teachers/employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh or other awards, hobbies, interests), any talents or aspirations or anything*

else you think might be relevant to your application. We want to know what interests you and how other people see you. **If you are a Care Experienced Applicant as defined on page 2 please tell us here.** Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs, etc. If you are selected for interview, you will be asked to evidence your qualifications.

Equal Opportunities Monitoring



This part of the form is optional with the exception of your date of birth, the information you provide in this section exercises no part of the selection process.

Who should I ask to be a referee?

NHS Scotland require you to provide details of at least **two** referees that will cover a period of the last three years, however we understand that this can be difficult if you have not worked before or have a limited employment history.

If you are in full time education or recently left education your referees can be teaching staff and Pastoral Care staff. We will only contact your referees if we decide to make a conditional offer of employment.

Who else can I ask to be a referee?

You can also include referees from any volunteer work or work experience. If you don't have employment or education references that cover the last the last three years, we will also accept character references

It is important that you give us full contact details including email addresses for all your referees.

Who can act as a Character Referee?

A Character Referee is a professional person or person of good standing in the community who is not a family member and who can vouch for your suitability for the role.

Examples of suitable Character referees could include anyone known to you (but not a family member) who is required to hold professional registration to do their job, or is employed in professional capacity, or is a Public Sector employee, or holds a position of seniority in a company or business, is a business owner or is a person of good standing within your local community (e.g. sports coach, scout leader, youth worker etc.)

If you are experiencing difficulty in identifying suitable referees please email donna.lennie@ggc.scot.nhs.uk for support.



When is the closing date for applications?

Your application must be submitted on or before **Noon on 16th May 2024** at the latest.

We will **NOT** accept late applications.

Can I get help to complete the application form?

If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process. You can find out more at <https://www.skillsdevelopmentscotland.co.uk/>

You can also find information on the My World of Work website <https://www.myworldofwork.co.uk/getting-job/application-forms>

You need to complete the application form in full – please do not upload a CV as this will not be available to the selection panel.

When will interviews be held?

Interviews will be held on **28th May 2024**. If you have been selected for interview you will be notified by email.

When will the Trainee Dental Nurse Programme start?

All our offers of employment are conditional and subject to you satisfactorily completing pre-employment checks which include references, Disclosure Scotland Clearance and an occupational health assessment.

On completion of satisfactory pre-employment checks, successful candidates will start their Training Programme at 09:30 on **1st August 2024**.

Submitting your application



Final Check

- Make sure you have included details of all your qualifications (including dates awarded)
- Make sure you include full contact details for your two referees, including where possible an email address for them. Don't forget to ask their permission to use their details on your application form
- Make sure you have fully answered the three assessment questions and have given us the information we have asked you for.
- Make sure you check that your responses to the assessment questions are checked for spelling and grammar. It might be helpful to get someone else to look over your answers.
- It is always useful to make a few drafts of your answers before you submit one you are happy with and it's helpful to keep a copy of your final draft. Remember if you are selected for interview it will be important to review the application you submitted as part of your interview preparation.
- **And finally before you submit it check it one last time**

How to submit your Application Form:

Applications should be completed electronically submitted via the NHS Scotland Online Recruitment System – Jobtrain.

If you have any problems submitting your application form please call NHS Greater Glasgow and Clyde Recruitment Service on 0845 3000 831

Late applications will not be considered.

Terms and Conditions of Employment



Pay Banding

Band 3 (Annexe 21)

Annexe 21 is the payscale applied to trainees who enter the NHS and undertake all their training whilst an employee.

Agenda for Changes Salary (2023/2024 Pay Scale)

£25,468 - £27,486 2023/24 Payscale

Starting Salary £19,240 (70% of band 3 Maximum) or Scottish Living wage, whichever is higher.

Fixed Term Contract Duration

The duration of the post is fixed term for 18 months

Hours of Duty

35.6 Hours per week (Annualised Hours Contract)

Annual Leave

Please note that this is a fixed term annualised hour's contract where your annual leave is fixed in line with university holiday timetable. This means that you will be unable to take annual leave days outside the fixed leave calendar. You will be allocated 2 weeks of annual leave at Christmas, 2 weeks at Easter and 5 weeks over the summer period

Superannuation Pension Scheme

If appointed you will be automatically enrolled in the NHS Superannuation Scheme however on appointment you can choose to opt out of the scheme. Employee's contributions to the NHS Scheme are tiered based on your earnings and the employer's contribution equates to 13.5 % of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. You can find out more at www.sppa.gov.uk

For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

Right to Work in the UK

We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK prior to commencing employment.

Healthcare Support Workers

All staff who are not a member of a regulatory body (e.g. Nurse, Doctors, and Allied Health Professionals) are considered to be Healthcare Support Workers, regardless of their job title. You will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. You will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.

Smoke Free Policy

NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds for staff and visitors.

Pre-employment Checks

All offers of employment will be subject to the receipt of satisfactory references, Occupational Health screening, criminal records check (Disclosure Scotland) where applicable, eligibility to work in the United Kingdom and verification of identity and qualifications.

Car parking and travel to NHSGGC Sites

Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonecard's - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde's sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.
- For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

Learning and Education

NHSGGC has an on-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework.



Job Description

You will work to the standard Trainee Dental Nurse Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Dental Nurse level on appointment

JOB DETAILS	
Job Title:	Trainee Dental Nurse

Responsible to:	Dental Nurse Manager
Department:	Glasgow Dental Hospital, Oral Health Directorate
Date:	February 2021

JOB PURPOSE AND DIMENSIONS

To work within the Dental Nursing and multi-professional team under supervision of a General Dental Council (GDC) registrant, ensuring a high standard of care is provided to a defined patient group. Competently perform the necessary technical and physical aspects of care for a wide range of patients.

ROLE OF THE DEPARTMENT

Oral Health Directorate

The post sits within the Oral Health Directorate. The Oral Health Directorate is hosted within the East Dunbartonshire Health & Social Care Partnership (HSCP) and comprises a single NHS Greater Glasgow & Clyde (NHS GGC) Board wide organisation structure incorporating:

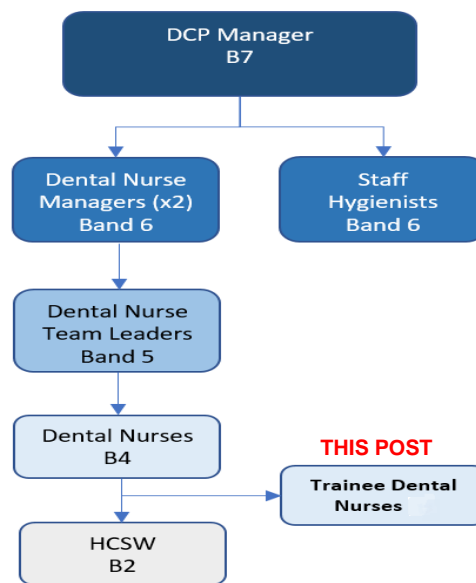
- General Dental Services
- Public Dental Service
- Secondary Care Dental Services
- Dental Public Health
- Oral Health Improvement

The Glasgow Dental Hospital and School

Glasgow Dental Hospital and School is part of the Oral Health Directorate structure and is the main referral centre for specialist dental advice and treatment within the NHS GGC Health Board area. It also fulfils a similar role for surrounding West of Scotland Health Boards and serves a population of up to 3 million people. The Secondary Care Oral Health Service sits within the Regional Services Directorate of the Acute Service, NHS GGC.

There are approximately 150 dental chairs within the hospital. It is an undergraduate/ post graduate dental teaching school and has strong links with the University of Glasgow, Glasgow Caledonian University and other hospitals.

ORGANISATIONAL POSITION



MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Carry out assigned tasks in delivering and supporting direct patient care, under the direction and supervision of a registered Dental Nurse, to ensure delivery of high-quality patient care.
- Assist the registered Dental Nurse and where appropriate other members of the clinical team to deliver patient care.

- Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care.
- Work with NHS GGC policies and procedures to ensure maintenance of safe working practices for patients and colleagues.
- Adhere to departmental procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources.
- Share responsibility for key aspects of housekeeping and stock control, demonstrating a good awareness of cost efficiency and thus contributing to the smooth running of the department.
- Maintain patient confidentiality at all times.

EQUIPMENT AND MACHINERY

Following completion of appropriate training:

- Dismantle, assemble and preparation of specialised dental equipment.
- X-ray developing equipment.
- Patient moving and handling equipment.
- Autoclave.
- Ultrasonic washer.
- PC and printer.
- Photocopier/fax.
- Telephone.

SYSTEMS

- Patient appointment system (manual & computerised).
- Patient record system.
- Health and Safety incident reporting.
- Maintenance repair/reporting system.

DECISIONS AND JUDGEMENTS

- Work is allocated and supervised according to competence level.
- Require to use own initiative while carrying out duties under the supervision of a GDC registrant.

COMMUNICATIONS AND RELATIONSHIPS (under supervision)

- The post holder will communicate with a wide range of individuals and agencies on a daily basis by telephone, electronic correspondence and face to face.
- Responding appropriately to patients with challenging behaviour: emotional, physical, psychological, medical and other.
- Understanding non-verbal signals from patients and operator.
- Demonstrates motivational caring and empathetic behaviours.
- Responding appropriately to safeguarding concerns.

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB (trainees will be supported by a GDC registrant)

Physical Demands:

- The post holder will be trained in the use of manual handling equipment and patient transfer techniques.
- Regular and frequent lifting (e.g. dental equipment and stock).
- Frequently sitting or standing in an awkward/uncomfortable position for extended periods during a clinical session.
- Constantly multi-tasking.
- Carrying instruments and clinical equipment between areas during and after treatment sessions.

Mental Demands:

- Visually monitoring patient's physical well-being during and after treatment.
- A high level of concentration is required to assess patient needs during and after treatment.
- Assess and respond to requirements of the operator anticipating requirements for equipment, instruments, drugs materials and medicaments.
- Unpredictable, uncontrolled and frequent interruptions from patient's carers and other staff.

Emotional Demands:

- Supporting and explaining treatments to patients including those with additional needs. The post holder may have to manage the anxiety or phobia of a carer during the patient's treatment.
- Exposure to distressing circumstances.
- Dealing with difficult family circumstances or situations.
- Dealing with individuals with challenging psychological, physical and behavioural problems.

Environmental Demands:

- Direct exposure to body fluids on a daily basis and therapeutic products and hazardous substances.
- Assist with or undertake exposure prone procedures in defined areas therefore requiring appropriate Occupational Health screening and clearance.

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Building relationships with large numbers of staff through different clinical areas.
- Assisting with patients with a range of physical, emotional, behavioural, medical and psychological needs.
- Required to pursue academic studies whilst fulfilling day to day clinical duties as a Trainee Dental Nurse.

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB *Training programme applicants should refer to the person specification on page 26*

Qualifications and Training

- You will have achieved at least two National 5 Qualifications at Grade A to C in English/ESOL and a science subject (SCQF level 5 Equivalent) and a National 4 (SCQF Level 4 Equivalent) in Maths
- Participate in personal and career development plan to maintain and build on knowledge and skills base in order to support a positive patient experience and personal learning outcomes.
- Carry out reflective learning.

Knowledge, Skill and Abilities

Working towards a nationally recognised qualification in Dental Nursing and registration with the General Dental Council.

Clinical knowledge acquired:

- Knowledge of oral anatomy.
- Detailed knowledge of dental and regional anatomy.
- Clinical dental charting of teeth and support structures.
- Body systems anatomy and physiology.
- Knowledge of a wide range of dental materials and instruments.
- Understanding of behavioural sciences.
- Aetiology of oral and dental disease.
- Causes, transmission and control of infection.

Knowledge, Skill and Abilities

- Knowledge and application of Health and Safety legislation.
- Knowledge and application of NHS Greater Glasgow and Clyde policies and procedures.
- Awareness of child/vulnerable adult protection guidelines.
- Recognition and management of dental and medical emergencies.

Person Specification

Trainee Dental Nurse Programme (Modern Apprentice)

Job Title: Trainee Dental Nurse (Modern Apprentice)

Service: Oral Health Directorate

Criteria	Essential	Desirable
Qualifications & Training <ul style="list-style-type: none">- National 5 qualification (or equivalent SCQF level) English/ESOL and Science subject (Grades A to C)- National 4 qualification (or equivalent SCQF level) in Maths	Yes Yes	
Knowledge, Skills & Abilities <ul style="list-style-type: none">- Literacy and numeracy skills	Yes	

<ul style="list-style-type: none"> - IT Skills - Good communication and Interpersonal skills - Ability to understand and follow procedures and policies - Effective team worker - Ability to work accurately, paying attention to detail while working in a busy environment - Organisational skills - Awareness of importance of confidentiality 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> - Friendly, polite with helpful manner - Reliability and punctuality - Commitment to training & development - Enthusiasm and positive approach to work - Adaptability and flexibility - Ability to use initiative - Potential to communicate well with colleagues and other service users within a healthcare environment 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>