# **JOB DESCRIPTION**

# **JOB DETAILS**

# Job Title: Senior Dental Nurse (Theatre)

# Department: Public Dental Service

# Responsible to: Supervising Clinician /Team Leader

Job Holder Reference: BN-FHSCP-SDN-0724

# No of Job Holders: 1

1. **JOB PURPOSE**

The postholder will be an essential member of the Public Dental Service and will work as part of a team of qualified Dental Nurses to provide full surgery and administrative support.

The post will include all the duties normally expected of a Qualified Dental Nurse in terms of chair/bed side, surgery, and theatre clinical and administrative assistance.

The post holder will provide clinical and administrative support to ensure the smooth running of the general anaesthetic and sedation clinics within the acute hospital.

Responsible for training and monitoring of clinical skills for Dental Nurses working in the theatre setting.

1. **ORGANISATIONAL POSITION**

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**ROLE OF THE DEPARTMENT**

* To provide a full range of NHS dental care.
* To provide specialist care for patients referred from the GDS.
* To provide a safety net service for all those people who cannot obtain NHS care.
* To provide oral health care to the most vulnerable groups in the community and to those people who would otherwise have had difficulty in obtaining care from the General Dental Services (GDS).
* To provide oral health promotion activities.
* To monitor oral health of all age groups through screening and epidemiological surveys.
1. **DIMENSIONS**

The post holder will be accountable to the Department Manager and designated Team Leader.

The post holder will be required to provide dental nurse support in a variety of clinics, throughout the NHS Forth Valley area, including Prisons.

The post holder is responsible for organisation and administration of the general anaesthetic and sedation service, including liaison between anaesthetic and dental staff.

The post holder will organise and support delivery of Dental Immediate Life Support training for PDS staff.

The post holder will provide cover for Team Leaders when required.

1. **KEY DUTIES/RESPONSIBILITIES**

**CLINICAL**

* To provide chair-side encouragement with emotional and physical support to the patient and assistance to the clinician so that dental treatment can be carried out to the required high standard.
* Responsible for ensuring the dental surgery is maintained to the required standard including all specialist equipment for the safety of patients, staff, and visitors and in accordance with infection control and health and safety procedures and protocols.
* Preparation of the surgery and selection of instruments cognisant of the various clinical settings.
* Skills and knowledge for mixing and presenting material for the dental procedure.
* To organise packing and transport of all dental laboratory work.
* Assist with pre and post operative care and reiterating instructions to patients.
* Provide oral health instruction, under the direction of the clinician, giving the patient encouragement, knowledge, and skills to improve their dental health.
* Processing and storing radiographs.
* Understand the role of the team members when dealing with a medical emergency.
* Use manual handling skills and knowledge to ensure the safe transfer of patients and transport of equipment.
* To take part in clinical audit and other quality initiatives.
* Responsible for gathering and collation of theatre list data for audit or FOI purposes.
* Responsible for providing pre-operative instruction for pt/carers during General Anaesthetic pre assessment clinics.
* Responsible for creating patient treatment plan during General Anaesthetic pre assessment clinics.

**ORGANISATIONAL**

* Responsible for managing adult and paediatric waiting list for patients seen within FVRH theatre setting:-
	+ Responsible for vetting patient referrals prior to being appointed to list.
	+ Responsible for liaison with referrer where patient does not meet referral criteria.
	+ Liaise with relevant departments to arrange CEPOD theatre sessions (urgent and emergency lists).
	+ Liaison with wider Multidisciplinary team and other services to arrange joint cases for surgery.
	+ Appoint patients to theatre lists.
	+ Update of theatre waiting list database
	+ In conjunction with reception staff organises paediatric General Anaesthetic pre assessment clinics.
	+ Liaison with Outpatient administrative staff to arrange adult GA pre assessment clinic.
	+ Use of electronic systems to check patient notes/results prior to theatre.
	+ Use of electronic systems to book side rooms when required.
	+ Ensure all case notes/paperwork are available for GA, IV clinics.
* Provide Clinical Leadership support to Dental Nurses in the Theatre setting.
* Act as main point of contact between PDS Managers and Theatre staff.
* Provide verbal pre and post operative general anaesthetic instruction to parents/carers.
* Liaise with wider multidisciplinary team e.g., Surgeons, Anaesthetists, social work to ensure appropriate support is in place for patients.
* Monitor stock control within clinics and record the materials for ordering or placing order as required.
* Knowledge and skills to store these materials in accordance with COSHH guidelines.
* Implement NHS Forth Valley policies in the workplace.
* Dealing with enquiries or complaints from patients and their carers/parents and other healthcare professionals and knowledge of when to refer to supervising clinician or Clinical Director.
* Maintain efficient clerical and administrative systems enabling essential records, statistical returns, paperwork, and data to be collated.
* Together with the Dental Receptionist, ensure completion of GP17 forms and forward for processing.
* Preparing patient treatment estimates and collecting payment from patients, as required.
* Logging faults with dental equipment and arranging servicing as necessary.

**MANAGERIAL**

* Provide cover when required for Team Leaders in the event of absence.
* Monitor Clinical Effectiveness in theatre setting, offering guidance and support to Dental Nurse Team.
* Schedule and facilitate theatre meetings.
* To undertake any other duties that may be required which are consistent with scope of practice, and AFC banding.
* Organise and support delivery of Dental Immediate life support training for PDS staff.
1. **SYSTEMS AND EQUIPMENT**
* Ensure competent to use all medical devices and equipment used in clinical environment.
* Training and experience of using Moving and Handling equipment e.g., hoist.
* Competent in use of non-clinical equipment e.g., computer, scanner, copier
1. **ASSIGNMENT AND REVIEW OF WORK**
* The post holder will prioritise and plan work for self.
* Provide guidance to less experienced staff.
* Duties are assigned by Supervising Clinician, Clinical Director or line manager.
* Continuing professional development activity will be identified through supervision and appraisal meetings with Team Leader.

**8. COMMUNICATIONS AND WORKING RELATIONSHIPS**

* Undertaking difficult, complex, and sensitive conversations with patients and carers regarding their oral and general health conditions.
* Supporting staff to implement new systems.
* Communicate effectively in emotive or hostile situations.
* Resolution of complaints.
* Liaise with staff to resolve performance issues in clinics.
* Resolution of performance issues with staff at first level and escalating to senior management if appropriate.
* Liaise and negotiate with a variety of internal and external agencies to meet individual patient needs.

**Internal**

* The post holder will be expected to communicate and liaise with the patient, their relatives, carers and the multidisciplinary team involved in the provision of care.
* Other relevant departments within the Division e.g., Infection Control, Human Resources, Estates
* PDS staff

**External**

* Dental Practitioners
* Social services
* Acute services staff
* Education/school staff

**9a. PHYSICAL DEMANDS OF THE JOB**

* Walking, sitting, standing for prolonged periods of time.
* Hoisting / transfer of patients with mobility problems.
* Carrying and transporting heavy (6-15 kgs) domiciliary and school inspection kits, emergency equipment, oxygen, and nitrous oxide cylinders.
* Restricted work area when providing domiciliary care.
* Management of violence and aggression including physical restraint

**9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB**

* Maintaining a calm atmosphere during unexpected procedures whilst ensuring personal safety.
* Communicating with distressed patients and at times with distressed relatives
* Concentration is required when observing patient for signs of anxiety or whose behaviour may be unpredictable.
* Concentration is required when observing patients whilst assisting the dentist during sedation and anaesthesia.
* Pressure from demanding workload, including travel between various / unfamiliar locations and domiciliary destinations.
* Ability to respond to the changing needs of the service.

**9c. Environmental**

* Frequent exposure to hazardous substances e.g., radiation.
* Risk of sharps injury, exposure to body fluids (blood and saliva) and odours.
* Chemical spillage and substances hazardous to health.

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

* SVQ in Oral Health Care – Dental Nursing Level 3, National Certificate in Dental Nursing (NEBDN) or equivalent.
* Post-certificate qualification in Dental Sedation Nursing.
* Evidence of relevant and current Continuing Professional Development.
* Microsoft Office
* Effective listening and interpersonal skills
* Knowledge of current guidelines and policies affecting dental practice
* Significant work experience in dental sedation +/- anaesthesia in a theatre setting.
* Current driving license

**11. JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

**Post Specification Senior Dental Nurse (Theatre)**

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| **POST SPECIFICATION** | **ESSENTIAL** | **DESIRABLE**  |
| S.V. Q .in Oral Health Care –Dental Nursing Level 3 National Certificate in Dental Nursing (NEBDN) or equivalent. | √ |  |
| Post-qualification certificate in Dental Sedation Nursing. | √ |  |
| Current General Dental Council registration  | √ |  |
| 4 years chairside experience in dental practice | √ |  |
| Significant recent work experience in Theatre setting.  | √ |  |
| Experience of dental nurse education | √ |  |
| Excellent communication skills  | √ |  |
| Experience managing staff |  | √ |
| Ability to work as part of a team and using own initiative  | √ |  |
| Driving license and access to transport | √ |  |
| IT knowledge and skills | √ |  |
| Evidence of competency in Dental Immediate Life Support. | √ |  |