

# Student Dental Nurse

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and Conditions

Post – Student Dental Nurse

Division – Surgery

Department – School for DCP Training

Band – 2

Salary – £22,383

Location – Bristol Dental Hospital

Hours of work – 37.5 per week

Contract length – Fixed term 24 months

Annual leave – 27 days, (up to 33 days dependant on NHS Service) + Bank Holidays

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

#### Job Purpose

Full time training and assessment will be provided both in the classroom and clinical environment leading to the National Diploma Examination in Dental Nursing.

#### **Main Duties and Responsibilities:**

- Nursing Care (under supervision)
- Receiving and preparing patients for dental treatment under the direction of a qualified dental nurse.
- Assisting dental staff with a full range of dental treatments and procedures.
- Receiving and acting upon instructions from dental staff regarding the treatment of patients and ensuring that any relevant information about the patient, including any changes in the patient's medical/social history are reported to dental staff.
- Assisting with special needs presented by children, elderly, disabled, medically compromised or anxious patients

#### About Us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-Super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect.

Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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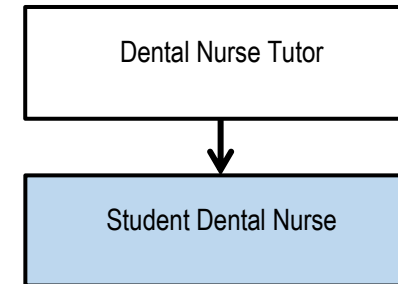
### Main Duties and Responsibilities

- Assisting the dental staff to reassure and inform the patient of further treatment and appointments. Being aware of language and culture issues and dealing with these in a sensitive manner.
- The preparation of dental materials, instruments, and equipment ready for each clinic and cleaning away used items at the end of each session in a safe and competent manner.
- Assisting with the treatment of patients in accordance with all Trust policies.
- Where appropriate, assisting with patients receiving Relative Analgesia, Intravenous Sedation or General Anaesthetic treatment and providing pre and post-operative care.
- Washing, sterilisation, disinfection and storage of dental instruments and equipment in line with UHBW cross infection policies.
- Providing dental assistance/cover across a number of sites including outreach community clinics.
- To promote a professional and responsible manner at all times. This includes conforming to the Trust's uniform policy and promoting the Trust's Core Values.

### General Duties (under supervision)

- Working under supervision of the Senior Dental Nurses to ensure the smooth operational running of the department.
- Undertaking general cleaning of surfaces and equipment to ensure a high standard of cleanliness is maintained.
- Dealing competently and safely with hazardous and toxic waste material.
- Taking direction and additional duties as required by the Senior Dental Nurses and Dental Nurse Tutor within the Scope of Practice of a Dental Nurse.

### Organisational Structure



### Key Relationships

Dental Nurse Tutor, Lead Dental Nurse, Dental Nurse Managers and Senior Dental Nurses, Dental Nurses, Hygienist, Hygiene Therapists, Orthodontic Therapists, Dentists, Admin staff.

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### Dental Nurse Education

- Attend block-teaching sessions as required.
- Liaise with the Dental Nurse Tutors for information on departmental and satellite site rotas, tutorials and general guidance.
- Complete and return on time, all written work, revision tools and homework as issued by the Tutors.
- Reading material directed as suitable by the Dental Nurse Tutors.
- Ensure that all paperwork is completed and filed as directed by the Dental Nurse Tutors.
- Participate in the training delivered throughout the programme.
- Attend any external training sessions or visits as directed by the Dental Nurse Tutors.
- Successfully complete each component of the Dental Nurse training programme over a 24 month period, including the General Dental Council's Learning Outcomes.
- Successfully achieve the requirements of the Level 3 National Diploma in Dental Nursing and register with the General Dental Council (GDC).

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Personal Profile - (E) = Essential (D) = Desirable	
<u>Knowledge and Experience</u>	<u>Skills and Abilities</u>
<ul style="list-style-type: none"><li>• Work experience as a Dental Nurse – (D)</li><li>• Work experience within the Healthcare sector – (D)</li></ul>	<ul style="list-style-type: none"><li>• Excellent organisational skills – (E)</li><li>• Manually dextrous – (E)</li><li>• The ability to act in a professional manner – (E)</li><li>• Self-motivated – (E)</li><li>• A team player – (E)</li><li>• Excellent communication skills – (E)</li><li>• A good level of computer literacy – (D)</li></ul>
<u>Aptitudes</u>	<u>Qualifications and Training</u>
<ul style="list-style-type: none"><li>• Supportive</li><li>• Respectful</li><li>• Innovative</li><li>• Collaborative</li></ul>	<ul style="list-style-type: none"><li>• GCSE/Predicted (grade 4/C or above) English Language – (E)</li><li>• GCSE/Predicted (grade 4/C or above) Science (Biology) – (E)</li><li>• GCSE/Predicted (grade 4/C or above) Mathematics – (E)</li><li>• GCSE/Predicted (grade 4/C or above) ICT – (D)</li></ul> <p><u>Also accepted / taken into consideration</u></p> <ul style="list-style-type: none"><li>• Level 2 Health &amp; Social Care (Pass or above) – (D)</li></ul>

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.