

REGISTERED DENTAL NURSE

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- This role supports dental and medical staff in outpatient clinics at two hospitals.
- You will help with dental surgeries, orthodontic treatments, and other specialist procedures.
- You'll prepare equipment, keep records, and make sure clinics run smoothly.
- You'll work closely with patients, including those who may be nervous or need extra support.
- You'll follow safety rules and help keep the clinic clean and organised.
- You'll also help train new staff and take part in learning and development activities.

Job Description

Job title:	Registered Dental Nurse
Grade:	NHS AfC: Band 4
Site:	The Royal Shrewsbury Hospital
Accountable to:	The Senior Dental Nurse Manager / The Oral and Maxillo-Facial and Orthodontic Clinical Lead
DBS required:	Yes, Enhanced DBS

Job Overview

To provide assistance to clinical staff in the outpatient Department of Oral Surgery and Orthodontics at the Royal Shrewsbury Hospital, the sister department at the Princess Royal Hospital, The Dental Nurse working in this area must have a high level of manual dexterity and excellent organisational skills you are required to ensure the provision of high standards of care at all times and that patients and carers are handled with sympathy and respect.

Scope and Range

The post covers all specialties in the departments at the Royal Shrewsbury Hospital and Princess Royal Hospital

Main Duties and Responsibilities

CLINICAL

ORAL AND MAXILLO-FACIAL PROCEDURES

A working knowledge of Oral and Maxillo-Facial surgery procedures and associated materials and instrumentation, a high level of competency in the assistance of:-

INTRA-ORAL

- Dental extractions, the removal of impacted teeth and buried roots
- Apicectomies
- Frenectomies
- Incisional and Excisional biopsies
- Exposure of buried teeth
- Gingival surgery
- The removal of Intra-maxillary fixation and plates
- Incision and drainage of infected cysts.
- Cryotherapy treatments.
- Dental Implants

EXTRA-ORAL

- Removal of skin lesions and closure
- Fine needle aspirations
- Cleaning and suturing of skin lacerations
- Incision and drainage of infected abscesses and cysts
- OTHER PROCEDURES
- Application of prescribed dressings
- Administering prescribed oral antibiotic prophylactic cover to patients prior to

- surgery Administering oral glucose to hypoglycaemic patients

ORTHODONTIC PROCEDURES

A working knowledge of all Orthodontic treatments and instruments, equipment and materials and a high

level of competency in the following: -

- Intra-oral appliances, performed and custom made
- Extra-oral applications
- Brackets, bands, arch wires and specialist instruments
- Assistance with fitting, adjusting and removal of appliances
- Arranging repair of appliances
- Assistance with clinical photography
- Completion of individual patient's assessment forms
- Oral hygiene and dietary advice to patients
- Completion of laboratory instruction sheets as prescribed
- Temporary Anchor Devices

RESTORATIVE PROCEDURES

- Dental Implants
- Dentures
- Obturators
- Crown and Bridge
- Composite build ups

ADMINISTRATIVE

- Competency in the following administrative duties:
- Preparation of daily clinics by providing the necessary instrumentation, materials, equipment, pathology
- reports, laboratory work, radiographs and scans to ensure that a seamless service is provided to the patient
- Completion of out patient proformas
- Collating, filing and storage of patient study model boxes

- Completion of daily clinic registers and collation of clinic activity for the department and the Trust
- Distribution of appropriate patient information leaflets

TECHNICAL

- Competency in the technical skills required to ensure effective and safe working
- conditions Compliance with Trust Health and Safety Policy Compliance with Trust
- Infection Control Policy
- Compliance with COSHH Regulations
- Safe handling and labelling of pathology specimens
- Disassembly and cleaning of specialised dental units
- Cleaning of all cabinetry and work surfaces in the department according to Trust
- policy Preparation of instruments for transfer to CSSD

RESEARCH AND DEVELOPMENT

- Participating in research and development to further knowledge and enhance skills
- Participating in all aspects of departmental audit including assisting medical colleagues with their audit projects
- Attending courses and conferences for the purposes of personal development
- Assisting in the training and development of new members of staff
- Sharing skills, knowledge and information with all members of the team

SYSTEMS AND EQUIPMENT

- A thorough working knowledge of all systems and equipment used in the Department.

CLINICAL EQUIPMENT

- Diathermy unit
- Electric vitality tester
- Ultra violet light units
- Portable suction units
- Dental units to include chairs/cart suction units
- Specialised dental hand pieces
- Specialist dedicated procedure trays
- Orthodontic Components
- Sphygmomanometers
- Auroscope
- Ophthalmoscope

IT SYSTEMS

- Viewing digital radiographs
- Pas system for viewing only
- Specialist data recording

DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

- Work within codes of practice and professional guidelines
- Accountable for own professional actions
- Undertaking daily duties without direct supervision
- Freedom to organise own workload within the confines of clinic

COMMUNICATIONS AND RELATIONSHIPS

- Good communication skills required to daily communicate with colleagues within the Trust
- Communication with a wide range of specialities outside of the Trust including Medical and
- Dental Practitioners
- Communication with patients and carers and those who may have barriers to understanding

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS

The post holder can be subject to emotional and stressful situations in offering support to patients and their carers with the following: -

- Reassuring and providing simple care instructions following a range of clinical procedures
- Dealing with anxious or upset patients or carers
- Offering support to nervous or confused patients
- Offering support to children
- Providing care to chaperoned prisoners
- Offering support to patients with congenital facial deformities and disfigurements following trauma injuries or facial surgery
- Dealing with patients with special needs and learning disabilities
- Dealing with people who are verbally aggressive
- Providing physical support to inform patients
- Standing for long periods of time in one position while assisting with procedures
- Physical effort to move and manoeuvre specialist equipment
- Handling and passing very small components during specialist procedures
- Working with speed, accuracy and dexterity
- Multi-tasking during high levels of clinical activity
- Changing priorities quickly and effectively to deal with urgent situations

WORKING CONDITIONS

Daily exposure to:

- Blood/bone
- Saliva
- Unpleasant odours
- Infected cysts
- Necrotic tissue
- Noise
- Vomit
- Body Odours
- Halitosis
- Head lice

- Contaminated sharps
- Cleaning fluids
- Sodium hypochlorite
- Regular contact with known carriers HIBV and Hepatitis

Person Specification

	Essential	Desirable
Qualifications	• Educated to GCSE in English and Maths equivalent • Certificate in Dental Nursing • Registered with GDC	
Experience	• Experience working in a dental setting	• Fixed appliance therapy Oral Surgery procedures
Knowledge and skills	• Good communication Skills • Able to use own initiative and work as part of a team	
Other		

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against

on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

