

JOB DESCRIPTION

POST TITLE	Development Dental Nurse Band 5
BASE	The Princess Royal Hospital.
DEPARTMENT	The Department of Oral and Maxillo-facial surgery and Orthodontics.
MANAGER RESPONSIBLE TO	The Senior Dental Nurse Manager.
PROFESSIONALLY RESPONSIBLE TO	The Oral and Maxillofacial and Orthodontic Lead Clinician.

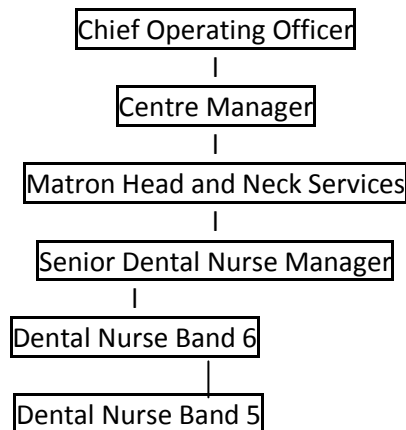
POST PURPOSE / SUMMARY

To provide assistance to clinical staff in the Department of Oral and Maxillofacial surgery and Orthodontics in Outpatients at the Princess Royal and Royal Shrewsbury Hospital.
To ensure that high standards of care are provided to the Patients at all times and that the Patients and their carers are dealt with sympathetically and with respect.
To be fully compliant with Hospital Trust policies, Health Safety and GDC regulations.
To have a high level of manual dexterity and excellent organisational skills.

SCOPE AND RANGE

The post covers, The Departments of Oral and Maxillofacial Surgery and Orthodontics at the Royal Shrewsbury and Princess Royal Hospital, it also provides department Management cover as required.

ORGANISATIONAL POSITION



MAIN DUTIES AND RESPONSIBILITIES

CLINICAL

To provide chairside assistance to clinical staff in the Department of Oral and Maxillo-facial surgery, Orthodontics and Restorative dentistry.

ORAL AND MAXILLO-FACIAL SURGERY

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

- **INTRA-ORAL PROCEDURES**

Extractions, the surgical removal of teeth, impacted teeth and buried roots.

Apicectomies and Frenectomies.

Incisional and Excisional biopsies.

The exposure of buried teeth with the bonding of Orthodontic brackets.

Gingival surgery.

The insertion and removal of Titanium implants.

The removal of Intra-maxillary fixation screws and plates and Arch bars.

Incision and drainage of infected abscesses and cysts.

Cryotherapy treatments.

- **EXTRA-ORAL PROCEDURES**

The removal of skin lesions and the removal of skin lesions with local flap closure.

Incision and drainage of infected abscesses and cysts.

Cryotherapy treatments and Diathermy treatments.

Cleaning and suturing of skin lacerations.

Fine needle aspirations.

Silver Nitrate treatments.

OTHER PROCEDURES

Assisting in the administering of Steroid, Anti-biotic cover, Botox, local anaesthetic and Marcaine Block injections.

Applying prescribed dressings to:- Trauma, non-healing, Fungating and Necrotic wounds and Operation sites.

Administering prescribed Oral Anti-biotic prophylactic cover prior to surgery.

Administering Oral Glucose to Hypoglycaemic patients.

ORTHODONTICS

A thorough working knowledge of all Orthodontic therapies and associated materials and instrumentation, a high level of competence in the assistance of:-

- **TREATMENTS CLINICS TO INCLUDE:-**

Fixed, removable, Dento-facial/Orthopaedic and Sleep Apnoea appliances and Electropalatography plates.

Mixing for alginate impressions, assisting in the cementing of orthodontic bands and the placement and debonding of Orthodontic brackets.

- **NEW PATIENT CLINICS TO INCLUDE:-**

Completing Orthodontic assessment sheets and recording IOTN data.

Assisting with, or the taking of impressions.

Organising relevant x-rays and photographs.

- **OTHER ORTHODONTIC CLINIC DUTIES TO INCLUDE:-**

Finding appointment spaces for emergencies, adding Patient details to consent forms, laboratory prescriptions, photograph request forms, waiting list forms, radiograph request forms and Patient assessment sheets, retrieving and filing Patients study model boxes.

RESTORATIVE DENTISTRY

A thorough working knowledge of Restorative Dentistry procedures and the associated materials and instrumentation, a high level of competency in the assistance of:-

The construction of Crown and Bridgework, the various stages of Denture and Obturator construction, the insertion and removal of Implant abutments, composite restorations, and Periodontology.

General dental tooth charting and periodontal depth charting.

HEAD AND NECK DEPARTMENT

Providing assistance for Head and Neck Oncology patients in the form of sympathetic support to newly diagnosed patients and their carers in the absence of the Head and Neck CNS Nurse and continuing support as required throughout the patients' subsequent treatment.

TECHNICAL

Competency in the technical skills required to ensure efficient and safe working conditions.

- Compliance with the Trust's current procedures for cross infection control.
- Compliance with the Trust's current procedures for health and safety.
- Adherence to COSHH regulations.
- Disassembling and cleaning contaminated Dental units.
- Cleaning and sterilizing contaminated instruments using steam sterilizers in the clinic rooms.
- Cleaning and packaging contaminated instruments for collection by Hospital sterile services.
- Cleaning of all cabinetry and surfaces in the clinic rooms using departmental and Trust guidelines.
- Correctly able to deal with blood spillage's using departmental and Trust guidelines.
- Correctly able to deal with a Mercury spillage departmental and Trust guidelines.
- The taking, developing and mounting of dental radiographs.

ADMINISTRATIVE

Competent in the provision of administrative duties:-

- Preparing multiple daily clinics by providing the necessary instrumentation, materials, equipment, all reports, laboratory work, radiographs and scans to ensure that they run efficiently.
- Completing daily clinic registers and collating clinic activity information for the department and the Trust.
- Completing Out-patient coding proformas.
- Dealing with queries and problems using the telephone and in person.
- Correctly completing in-patient and day surgery waiting list forms and further appointment slips.
- Handing out the correct patient information/instruction leaflets.
- Checking that all Patient identifier labels used on anything from the department are correct and hold the Patients current information.

RESEARCH AND DEVELOPMENT

- Participating in research and development projects to further knowledge and enhance skills.
- Participating in all aspects of Departmental audit including assisting colleagues with their audit projects and sometimes presenting personal audit projects to around twenty people including Consultants, Registrars and Senior house officers.
- Attending all required statutory training sessions.
- Attending courses/conferences for the purpose of personal development.

TEACHING

- Training and developing new members of the team.
- Sharing skills, knowledge and information with all members of the team to ensure departmental efficiency.

PERSONAL RESPONSIBILITY

- Accountable for Cross-infection control, instrumentation cleaning and sterilization in the department, the welfare of the Patient, the accurate completion of all relevant paperwork.
- Accountable for the checking of materials and drugs prior to their being administered to the Patient.
- Giving up to date, correct, verbal and written instruction/advice to Patients following all kinds of clinical procedures.
- Fully responsible for the welfare of the Patients when taking Dental radiographs.

SYSTEMS AND EQUIPMENT

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

- Electrical equipment: The amalgamator, the Diathermy unit, the Alginator, the Implant drill unit, the Naso-endoscope, the Electric Pulp-tester, ultra-violet lights, the Dental unit to include the suction and the portable suction unit.
- Non-electrical equipment: The Cryoprobe, various types of handpieces
- Clinical Equipment: All instrumentation for the Oral and maxillofacial, Orthodontic and Restorative procedures within the department, all sutures, hypodermic needles, scalpel blades, sharps bins, all orthodontic consumables to include: archwires, brackets, bands modules plus many more small components, all restorative consumables: handpiece burs, plus many more small components, Implant equipment: Abutments, Titanium Implants, gauges and insertion tools.
- Radiographic equipment: The Orthopantomograph, the Cephalometrograph, the Oralix Intra-oral, the processing equipment, the film hopper, the film cassettes, the Intra-oral film holders and the viewing equipment.
- Non-clinical equipment: Use of the computers to look at clinic diaries and for some word processing.
- Operating theatre equipment: The Dental drill, the Dento-alveolar instrument trays, the mobile suction unit, and the mobile dental unit and scaler.

DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

Guided by departmental policies and procedures uses own initiative to make decisions and judgements but ultimate responsibility lies with the Senior Nurse or the Deputy Senior Nurse.

COMMUNICATIONS AND RELATIONSHIPS

Requires an excellent level of communication skills:

- Verbal and Telecommunication with Patients, colleagues at the Royal Shrewsbury hospital and the Princess Royal Hospital, Students, Work-experience placements, General Practitioners, General Dental Practitioners, care-home staff and with a wide range of Hospital specialities.

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST

Can be subjected to highly emotional situations and the stresses caused by these, expected to provide support to patients and their carers with the following:

- Reassuring and providing simple care instructions following all kinds of clinical procedures.
- Dealing with angry and/or upset Patients and carers.

- Being sympathetic and supportive to nervous, confused and special needs Patients, children, babies and the elderly.
- Being sympathetic and understanding towards Patients with congenital facial deformities and disfigurements following trauma injuries and major facial surgery.
- Providing care to terminally ill Patients.
- Providing care to Head and Neck Oncology patients and their carers in the absence of or in conjunction with the Head and Neck Cancer Liaison Nurse.
- Providing care to Patients with Mental illness.
- Providing care to chaperoned Prisoners.

Using a high level of co-ordination, manual dexterity, manipulation, speed and accuracy to run a busy clinic, handling extremely small components and assisting in a restricted space ie: the Oral cavity.

Competent in multi-tasking, concentration, adaptability and flexibility to ensure that the demanding, ever changing clinics are managed to a high standard and that Patients charter targets are met.

Standing for long periods of time and standing or sitting in a restricted position for long periods of time to assist for some procedures.

Providing physical support to infirm Patients.

WORKING CONDITIONS

- Daily exposure to blood, saliva, vomit, sputum, pus and other bodily fluids, gum disease, very dirty mouths, necrotic tissue, infected cysts, abscesses, tissue and wounds, fungating wounds associated with aggressive facial and oral tumours and the highly unpleasant odours associated with these.
- Assisting the Consultant with Dental charting for the purpose of body identification in the Mortuary.
- Regular contact with Patients with HIV, Hepatitis and CJD.
- Daily handling of sterile and contaminated Sutures, Scalpel blades, Hypodermic needles and other sharp components to produce a high risk of Needlestick injury.
- Daily risk of contamination by bodily fluids and of being hit by sharp flying tooth and bone fragments.
- Daily cleaning of contaminated instruments, Dental units and the associated suction.
- Daily use of Steam sterilizers in Patient areas with all its' associated hazards.
- Daily contact with chemicals to include: X-ray processing chemicals, formaline, aspirator cleaners, Silver Nitrate sticks (Caustic pencils) and Mercury.
- Occasional exposure to aggression from Patients, relatives and carers.
- Occasional exposure to physical violence from patients with special needs or Dementia.

Health & 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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

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 Trusts Safeguarding Children procedures and guidelines.
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual’s continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

JOB DESCRIPTION AGREEMENT

MANAGER

NAME.....
 SIGNATURE.....
 DATE.....

POST HOLDER

NAME.....
 SIGNATURE.....
 DATE.....