



# JOB PROFILE

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<b>Post Title:</b>	Trainee Dental Nurse
<b>Portfolio:</b>	Health and Social Care
<b>Responsible to:</b>	Dental Practice Manager/Dental Therapist
<b>Responsible for:</b>	<i>N/a</i>
<b>Grade:</b>	B

## Job Purpose

To improve the lives of all within our community and help the island thrive by working closely with clinicians to assist in providing care for patients and provide appropriate support and administrative assistance (manual and computer). Once qualified he/she will work independently under the clinical supervision of the Dentist/Dental Therapist.

## Main Duties and Responsibilities

1. Assist clinicians with the triage of patients to make optimum use of clinical time and patient treatment.
2. Assist Dental Receptionist in organizing day-to-day tasks and activities, including maintaining the appointment book, to make optimum use of clinical time and patient treatment. This will include operating recall and waiting lists.
3. Assist with setting up/closing down of the surgery for treatments planned before the start of, and at the end of each session to a high standard in accordance to the set protocol.
4. Assists the clinicians with patient care including monitoring, aspiration, mixing materials and passing instrument to the clinician during procedures. This requires the manipulation of fine instruments and materials.
5. Assist clinicians through on-the-job training to promote oral health and preventative dental care within the Dental Clinic.
6. Under the supervision of clinicians, provides advice to patients about general dental care in person and over the telephone for all dental procedures undertaken, including Oral hygiene instructions.
7. Carry out reception duties, which may include the taking of telephone calls managing appointments, calculate and collect patient charges and, filing, ensuring patients records are available, sending and receiving e-mails/ faxes.
8. To assist in preparing the surgery ensuring instruments, equipment and materials for clinical procedures are available. Assist in setting up the OPG X-ray machine as well as



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developing and mounting X-Rays including the replenishment of developing and fixing fluids.

9. Clean and sterilise all equipment, instruments and work surfaces to the required standard at the end of each session. Dispose of any infected materials in accordance with policies and protocols.
10. Assist clinicians in the care and maintenance of equipment and instruments and ensure safe instrument decontamination procedures and maintenance checks are carried out in accordance with policies and protocols.
11. Keep accurate and up to date records ensuring they are accessible when required.

## Special Conditions

- Potential exposure to ionising radiation, body fluids and materials e.g. mercury

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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## Core Competency Framework

Competency	Level
<b>Professional Development:</b> N/A	(i)
<b>Planning &amp; Delivery of Work:</b> <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	(ii)
<b>Analysis and use of Information:</b> <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information</i>	(i)
<b>Decision Making:</b> <i>Ability to act on own initiative and confident in making decisions within policy guidelines.</i>	(ii)
<b>Working with Others:</b> <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	(ii)
<b>Communication:</b> <i>Good oral and written communication and ability to record factual information accurately.</i>	(ii)
<b>Influencing and Persuading:</b> <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	(ii)
<b>Dealing with Change:</b> <i>Flexible and adaptable to change</i>	(i)
<b>Continuous Improvement:</b> <i>Willing to learn and develop in job role.</i>	(i)
<b>Managing Resources:</b> N/A	(i)



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE English and Mathematics (OR a Science subject) at Grade C and above or equivalent.	E	√	
<b>Knowledge &amp; Experience:</b>			
Previous experience in Health care setting or setting with transferable skills.	D	√	√
Administration experience, including customer service and cash handling	D	√	√
<b>Skills and Abilities:</b>			
Excellent organisational and administrative skills	D		√
Computer literate	E	√	√
Calm approach with the ability to reassure and support nervous/anxious patients	E		√
Must maintain patient confidentiality	E		√
Ability to work independently	D		√
Excellent written and verbal communication and interpersonal skills to communicate with all types of people including colleagues and patients of all ages	E	√	√
Ability to present ideas and information in a clear articulate and succinct manner	D		√
Ability to follow policies determined by SHG, the British Dental Association, the General Dental Council	D		√
Highly self-motivated	E		√
Effective team player required to work with staff and colleagues to establish and develop a flexible and adaptable team approach in order to deliver a quality service	E		√
Required to make judgements based on patient's medical, physical and mental needs, some of which require decisions as to best practice, i.e. special care equipment used	D		√
Responsive to change	D		√
Innovative and creative	E		√
Professional and patient focused	E		√
Tactful and persuasive	E		√



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Other:</b>			
Compliant with Infection Control Guidelines (HTM 01-05)	D		√
Compliant with Ionising Radiation Control Guidelines (IRR99 and IR (ME)R 2000)	D		√
Compliant with COSHH (control of substances hazardous to Health) policy	D		√
Understanding of safe handling of instruments and devices	D		√
Understanding of safe handling and disposal of waste and sharps	D		√
Understanding of the requirements of packing, handling and delivery of laboratory specimens	D		√
Carry out the required CPD training on an annual basis to stay up-to-date with modern criteria	D		√
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

*Not applicable*