



PENNINGTON DENTAL

Dr Fuzail Jamall and Associates

Vivian House, 21 Market Hill, Southam, Warwickshire, CV47 0HF

Reception: 01926 815 731 Emergency: 07050 263 282

www.penningtondental.co.uk

Job Description for a Trainee/ Qualified Dental Nurse

Job Title: Dental nurse

Purpose of the Job

To carry out nursing duties throughout the Practice, assist with reception, to carry out any clerical duties as required and perform such other tasks as reasonably requested by the Principal or Practice Manager.

To Whom Responsible

The Principal, Practice Manager and the dentist [hygienist, therapist] s/he is working with.

For Whom Responsible

None

Employment Duties

- To perform high quality dental nursing whilst assisting each dentist, hygienist and therapist in all dental procedures in a safe and effective manner in accordance with the 'Code of Ethics' of the British Association of Dental Nurses and the GDC requirements and recommendations to dentists and their staff. The performance of these duties is under the reasonable directions of the Principal made known from time to time as appropriate.
- To establish and maintain productive working relationships with all members of the dental team
- To liaise with the Practice Manager on all matters concerning administration, pay and service conditions
- To assist at the reception and perform other clerical duties if required
- To take reasonable care for her/his own health and safety and that of others who may be affected by her/his acts or omissions at work

Key Tasks

- Set-up and prepare the surgery for the type of patient and treatment planned before the start of each session
- Clean and sterilise all equipment and working surfaces to the required standards at the end of each session
- Prepare the necessary materials and instruments
- Ensure safe disposal of sharps and clinical waste

- Process, mount and store dental radiographs and assist in the correct procedure for dental radiography
- Maintain and clean radiograph processing unit
- Liaise with reception over necessary future appointments for each patient
- Escort patients from the waiting room to the surgery, confirming the medical history is up-to-date and warning the dentist [hygienist/therapist] of any problems that he/she has noted
- Provide clinical assistance to the dentist [hygienist/therapist] while treating the patient, acting under his/her supervision
- Continually interpret the needs of patients and dentists [hygienists/therapists] and deal with them promptly and efficiently
- Assist the dentist [hygienist/therapist] in the completion of patient records
- Monitor and maintain stocks within dental surgery as necessary, informing the Senior Nurse, Practice Manager and liaising with the dentists [hygienists/therapists] over necessary orders and warning of any shortages of materials in the stores
- Perform chaperoning duties for dentists [hygienists/therapists] when treating patients
- Follow all practice policies and procedures
- Obey all dental ethical guidelines including all rules on confidentiality
- Ensure that all necessary laboratory work is returned and ready for each session
- Report equipment failures or breakages to the Practice Manager
- Identify your training and development needs and undertake appropriate training as required and agreed with the Practice Manager and the Principal
- Perform any other tasks are reasonably requested by the Principal

Statement of Responsibilities

This job description is a guide to responsibilities rather than a complete list of duties. It will be periodically reviewed and may be amended by agreement from time to time.