

Oakbank Dental Care Job Description

Trainee Dental Nurse

As a trainee dental nurse the post holder will be involved in a structured learning programme, initially mentored by Practice staff and followed thereafter by a 2 day foundation course at Dundee Dental Hospital. Successful completion of this will lead to vocational training within the Practice coupled with day release at Dundee Dental Hospital working towards a nationally recognised qualification in dental nursing. It has become a statutory requirement for all dental nurses to be registered with the General Dental Council, it is a condition of employment that the post holder will both study for and achieve the required level of qualification.

In addition to the above, the post holder will receive a full induction training supervised by the Practice Administrator.

Main responsibilities/skills objectives

1. Develop competence across a wide range of dental chairside support procedures.
2. Develop knowledge of a wide range of practical treatment procedures and the relevant support necessary to ensure effective outcomes.
3. Develop competence in the preparation and application of dental materials across a wide range of dental treatment procedures
4. Develop a comprehensive knowledge of a wide range of dental instruments and other relevant equipment, both in and outwith the surgery
5. Learn to prepare treatment rooms timeously and appropriately
6. Learn to implement and promote satisfactory infection control in the dental environment

7. Learn to promote and maintain health and safety in the workplace
8. Learn to be responsible as part of the clinical team for the care of the patient from arrival to completion of treatment
9. Learn to communicate effectively with patients, their families and with other health professionals involved in their care
10. Learn to participate in audit procedures under the direction of the appropriate member of the Practice team
11. Learn the clinical applications of the Practice software programme
12. Under supervision, carry out the following reception duties: answering telephone, meeting and greeting of patients and/or carers, managing computerised diaries and day books and other reception applications within the Practice software programme, sending appointments by mail/e-mail or text, patient payments, maintenance and upkeep of all patient records and correspondence and any other reception duties as might be required
13. Learn to deal with medical emergencies as a member of the dental team

Attitude

1. Will have an awareness of their personal limitations, a willingness to seek help as necessary and an ability to work effectively as a member of the dental team
2. Will have a respect for patients and colleagues which encompasses, without prejudice, diversity of background and opportunity, age, sexual orientation, language and culture
3. Will have an awareness of patients' rights, particularly with regard to confidentiality and informed consent

4. Will have an appreciation of the importance of honesty and trustworthiness

5. Will be expected to practice good timekeeping and attendance

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