

(Smile:Together)

Job Description

Role Title	Dental Nurse
Reports to (role title)	Location Manager
Version	v0.1
Date	

Role Purpose:

Job Summary:

To ensure the efficient day-to-day running of the dental practice and to work closely with the whole team to ensure that Smile Together provides timely, accessible, quality dental care to its patients.

When dental nursing the post holder will be expected to deliver a high standard of clinical support to our dentists and therapists and also play an integral role in the company as a whole.

The post holder will also be required to provide a reliable, efficient and timely front of house service to ensure Smile Together exceeds patient expectations at every visit and provides a first-class patient experience. Travel to provide cover at other clinical locations within Smile Together will be required on occasions.

Accountabilities:

As an employee you must take personal responsibility for understanding and complying with Smile Together's standards and any other Standards of Professional Conduct of any government, regulatory organisation, licensing agency, or professional association governing your professional activities.

Employee Handbook:

The expectations of the organisation are outlined in the employee handbook and you are expected to familiarise yourself with those expectations.

Social Enterprise:

All employees are aware of the status of Smile Together Dental CIC as a Social Enterprise and are expected to commit to the values expected of a CIC and actively contribute to innovations in supporting the local community to improve oral health.

Key accountabilities:

- Assist the dentist during clinical procedures and make independent judgments with regard to equipment, instruments and materials as would be expected of an experienced, qualified dental nurse
- Provide reception cover when required, answering the telephone, booking appointments and welcoming patients, ensuring patient confidentiality at all times, knowing what information is required from the patient and ensuring accurate inputting of data onto the computer
- Understand the new patient procedure and the source of the new versus returning patient, have knowledge of the clinical service the practice provides and an understanding of NHS vs private dental services and alternative services that are available in practice, in order to provide patients with all available options
- Recognise and assist with any medical emergencies
- Provide clinical support for clinicians within a surgery setting, and give appropriate pre-treatment and post-treatment advice to patients
- Ensure high standards of patient care are maintained at all times
- If appropriately trained, assist the dentist when patients are treated with inhalation sedation, where this is offered
- If appropriately trained and/or qualified to work in General Anaesthetic and Sedation clinics, support the clinical team including the monitoring of patients
- Provide support and reassurance to patients undergoing dental procedures
- Monitor and maintain stock control with due regard to efficient use of resources
- Accurately record patient data, filing and archiving patient records
- A working knowledge of HTM 01-05 document and Infection Control procedures
- Actively engage with Smile Together teams and participate in audit activities, planning and development sessions, and in-house meetings etc
- Be responsible for safe working and practice on a day-to-day basis in sites of clinical activity, ensuring compliance with clinical governance and legislation, appropriate health, safety and security procedures within the work area, and reporting accidents, incidents and near misses using the Smile Together incident reporting procedure
- Undertake other reasonable duties as requested by the Location Managers and Smile Together Management Team
- On occasions you may be required to visit and work from other locations where you would need to integrate as part of the local team
- Full GDC registration without conditions
- Will play a valuable part in contributing to the success of our organisation
- Be an ambassador for the company's vision, mission and values and demonstrate related behaviours
- To professionally represent Smile Together as an ambassador for the company in this role, leading by example
- Maintain and develop your clinical competency and continuing professional/personal development according to agreed training needs via our Smile Together Training Academy and Perform (appraisal and review system)
- Work alongside clinical and professional support colleagues in service improvement and facilitate ongoing organisational change and development

Other:

This job description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and their manager.

Job Description Acknowledgment

I confirm that I have received and reviewed this job description and I understand all my duties and responsibilities.

I have discussed any questions I may have had about this job description prior to signing this acknowledgment.

Employee's signature.....

Employee's Name.....

Date.....