

## Job Description

### 1. JOB DETAILS

<b>Job title:</b>	<b>Orthodontic Dental Nurse</b>
<b>Accountable to:</b>	<b>Lead Orthodontic Dental Nurse</b>
<b>Location:</b>	<b>Orthodontic Department - CIC</b>

### 2. JOB SUMMARY

All staff are expected to work to the Trust Values:



**Kindness** – Kindness and compassion cost nothing, yet accomplish a great deal.



**Respect** - We are respectful to everyone and are open, honest and fair – respect behaviours.



**Ambition** – We set goals to achieve the best for our patients, teams, organisations and our partners.



**Collaboration** – We are stronger and better working together with and for our patients.

To provide clinical and clerical support to the Orthodontic Department.

To be the link between patient and the clinician.

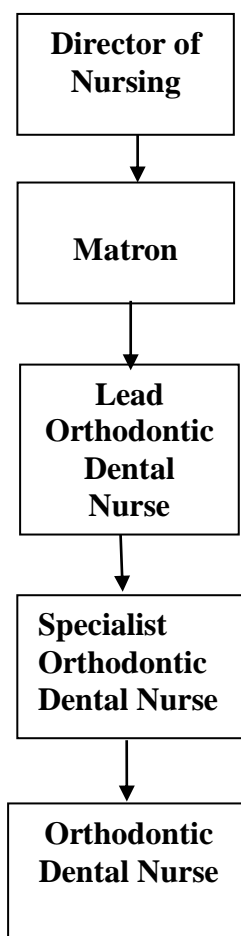
To prepare the surgery for the patient and to assist the Orthodontist in a range of Orthodontic procedures

### 3. ROLE OF DEPARTMENT

The Orthodontic Department provides a diagnostic and advice service to local dental and medical practitioners, providing orthodontic treatment and care plans to be carried out in primary care if appropriate.

Orthodontic treatment within the department is provided for patients with more severe dental malocclusions, requiring more complex treatment, or where treatment is affected by other medical problems. Many patients benefit from multidisciplinary care, particularly those with jaw deformity, hypodontia, cleft lip and palate and craniofacial anomalies. Combined orthodontic, surgical and specialist restorative care is then provided in close collaboration with oral and maxillofacial, plastic and ENT surgical specialities. There is often close liaison with other dental specialities

#### 4. ORGANISATIONAL CHART



#### 5. KEY WORKING RELATIONSHIPS

Daily Communication with patients and carers to give information, appointments, advice and treatment information, building up empathy, using tact, diplomacy and persuasion.

**Clinicians** – daily communication about treatments, organising daily workloads and patient lists

**Dental Nurse colleagues** – daily communications giving each other support and advice to ensure good team relations

**Lead Dental Nurse** – regularly for advice, information, support, reporting of incidents and problems

**Head & Neck Dental Laboratory** – daily communication with regards to patient appliances, Same Day Retainer's

**Reception / Admin Staff** – daily to check on clinic lists, appointment schedule

**Medical Records** – to ensure clinical notes and records arrive for clinics

**Xray Dept / Radiographers** – daily to ensure there is xray provision within the department

**Estates** – regularly to ensure equipment is maintained

**Pharmacy** – regular for supply of emergency drugs / drugs box

**Portering** – for collection of clinical waste and provision of clinical waste bags, tags and sharps boxes

**Sterile Services** - to ensure supply of sterile instruments for clinics

**General Practitioners** – regularly for advice on patient medical histories, contact details and radiographs

**Wards** – to give advice and post operative care to patients who have undergone surgery

**IT Services** – for help and advise on the the programmes needed within the department

**Stores / Purchasing Dept** – for ordering stock and external suppliers

**Contact Centre** – for appointments, clinic availability

## 6. DUTIES AND RESPONSIBILITIES OF THE POST

### Clinical

- Clarify treatment procedures with patients under the supervision of the clinician.
- Give clinical support for all orthodontic procedures.
- Undertake preparation for sterilisation and maintenance of equipment and instruments.
- Inform patients of any pre and post operative instructions relevant to their procedure.
- Perform patients' clinical observation prior to and during operating procedures.
- Deal sensitively and empathically with patients, including those who have special needs or are medically compromised.
- Demonstrate proper care and maintenance of patient's orthodontic appliances.
- Comply with relevant professional codes of conduct at all times.
- Comply with infection prevention and control procedures at all times.
- Comply with responsibility to safeguard children and vulnerable adults, ensuring attendance at appropriate training.

- Take personal responsibility for putting the person receiving care first, and to challenge poor care/practise, doing so as soon as any shortcomings are seen.

### **Administration**

- Undertake reception, clerical and administrative duties as necessary for clinical activities associated with orthodontics and restorative dentistry and orthognathic procedures.
- Record clinical observations, updating patient records promptly, and ensuring accurate data input into computerised systems. Ensure recording and maintenance of hospital notes relating to orthodontic, restorative and orthognathic clinics.
- Ensure correct storage of data, including radiographs and study models.
- Compile department protocols under the supervision of the lead dental nurse. Ensure adherence to Trust and departmental policies and procedures.
- Maintain COSHH and risk assessment files under the supervision of the lead dental nurse.
- Communicate effectively with other departments within the Trust and other companies as required to provide a smooth and efficient service.
- Liaise with dental laboratory technicians regarding orthodontic appliances.
- Undertake equipment testing as required.
- Sell patients oral hygiene aids as appropriate.
- Use the hospital computerised system to assess clinical activity.
- Maintain stock control, ordering stock and pharmacy supplies when necessary.

### **Education**

- Undertake clinical supervision of trainee dental nurses under the supervision of the lead dental nurse.
- Act as mentor or preceptor to less experienced staff as required.
- Assist with induction of new employees as requested.
- Participate in clinical audit and clinical trials as required.
- Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio.
- Participate in research, audit and surveys as required.

## **7. WORK SETTING AND REVIEW**

Works with a clinician as part of the Orthodontic Team but is competent within their own professional role. Advice and support may be sought from the Lead Dental Nurse. Work is reviewed and feedback provided via supervision and appraisal processes.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

## **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

#### **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

#### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

## PERSON SPECIFICATION

### POST TITLE: Orthodontic Dental Nurse

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>NVQ3 / national examination for dental nurses or equivalent.</li> <li>Current GDC registration.</li> </ul>	<ul style="list-style-type: none"> <li>Certificate in orthodontic nursing or equivalent.</li> <li>Essential IT skills (EITS) or equivalent.</li> <li>Relevant development to diploma equivalent.</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>Recent chair-side role.</li> <li>Continuing professional development with portfolio.</li> <li>Specialised orthodontic nursing and treatment.</li> <li>1<sup>st</sup> level life support.</li> <li>Equality issues</li> </ul>	
Skills and Aptitudes	<ul style="list-style-type: none"> <li>Effective communication and interpersonal skills.</li> <li>Good organisational skills.</li> <li>Time management skills.</li> <li>IT skills.</li> <li>Ability to demonstrate the compassionate values and behaviours needed for dignified care.</li> <li>First level life support and knowledge of dental / medical emergencies</li> <li>GDC code of professional conduct</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>Flexible</li> <li>Empathetic</li> <li>Calm under pressure</li> <li>Adaptable</li> <li>Ability to work cross – site and travel independently across Cumbria</li> </ul>	

Other requirements	<ul style="list-style-type: none"> <li>Equality and Diversity (<i>from KSF core dimension 6- one to be selected</i>)</li> <li>Act in ways that support equality and value diversity (Level 1)</li> <li>Support equality and value diversity (Level 2)</li> </ul>	

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.