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| JOB DESCRIPTION Oral Surgery Dental Nurse |

**RESPONSIBLE TO: Ward and Oral Surgery Manager**

**ACCOUNTABLE TO: Head of Nursing and Clinical Services**

**JOB SUMMARY: Oral Surgery Dental Nurse**

The post holder will work closely with lead nurse for Oral Surgery to deliver the Clinical Governance, excellent clinical care and service development.

### Principal Duties and Responsibilities

* To provide quality patient care, ensuring that all treatment and Oral Surgery care activities are carried out and comply with relevant legislation and Company policies and procedures.
* Maintaining cleanliness and hygiene of the Oral Surgery treatment rooms adhering to infection control policies and procedures, as well as Health and Safety policies and procedures.
* Participating in change and development projects that affect the hospital.
* To monitor oral surgery treatments and pre-assessments procedures with regards to consumables and equipment
* To ensure that equipment is handled correctly and maintained in a safe working order and ensure all defects are handled and reported to the relevant departments.
* To ensure all incidents/near misses are reported on the Datix system and participate in the investigation.
* To utilise all resources within the department effectively to deliver quality care at all times
* To be responsible for maintaining accurate, timely and complete records, ensuring the safety and confidentiality of information
* Implement and maintain Practice Plus Group’s patient satisfaction process.
* Assisting the Oral Surgeons with care side support.

**Key Responsibilities:**

**Clinical**

* To be responsible for the cleaning and disinfection of the Oral Surgery treatment rooms and equipment.
* To participate in the management of infection control within the department.
* To be responsible for the “total patient” during the treatment phase.
* To act as an advocate for the patient during the pre-assessment and treatment phases and understand the patient depending on the oral staff for:
  + maintaining privacy and confidentiality
  + preventing injuries
  + preventing sepsis
* To understand and execute the correct procedure regarding**:**
* Informed consent form for treatment.
* Patient Admission record sheets and documentation
* Laboratory forms.
* To be accountable for the charging of items used in the oral treatment rooms.
* Preventing medical legal hazards
* Risk areas for patients and staff, and the correct procedures to prevent them.
* Taking care of the patient post-treatment, including care of the sedated patient and safe and effective use of the equipment and medication under supervision.
* Identifying medical emergencies and the need for resuscitation of a patient where appropriate.
* Knowledge of first line drugs needed for resuscitation where appropriate.
  + To understand and execute the following nursing tasks correctly**:**
* Applying aseptic principles continuously; including the handling of infected cases.
* Correct handling and storage of hazardous substances.
* Correct use of all electrical equipment; checking, cleaning and preparation.
* Disposal of all clinical waste i.e. sharps, paper etc as per professional code.
* Handling and care of all types of specimens / biopsies.
* Circulate and co-ordinate oral surgery activities effectively.
* To undertake any specific duties as delegated by the Clinical Lead and lead nurse on an ad hoc basis.

**Communication**

* To take an active role in maintaining effective communication with all disciplines within a multi-disciplinary setting.
* Effectively communicate with all levels of staff throughout the Hospital on a daily basis, including oral surgeons, anaesthetists, TSSU and wards.
* To attend department and Hospital staff meetings as and when required and feedback information to other staff.

**Education, Research and Audit Responsibilities**

* To prepare and actively participate in the annual performance and develop review.
* To maintain personal professional development and clinical knowledge and skills.
* To be aware of current advances in oral surgery care and to develop research awareness in self and others in order to improve the clinical environment.
* To participate in the supervising and teaching of other staff in the department.
* To contribute to developing the clinical learning environment in the department.
* To be involved in relevant project work in the department and share findings with other members of the team.

**Management**

* To be involved in working groups/change management programmes as appropriate.
* To assist with/be responsible for assessment, development, implementation and evaluation of programmes of care, manage an area of responsibility within budget, work with a multi-disciplinary team.
* To manage specific treatments of patients and pre-assessments as required.
* To be responsible for management of lists in consultation with Clinical Lead and Lead Nurse
* To participate in the risk management strategy and ensure that all Health and Safety and COSHH requirements are met.
* To ensure adherence to Company and local policies, procedure guidelines and current legislation.
* To collect information from patients for the patient satisfaction programme.
* To be responsible for monitoring stock levels.
* To participate in monthly stock take and if required. (On occasion, and with agreement, this may involve additional hours)
* To be involved in writing and updating unit specific policies and procedure.
* To develop and assist with the orientation and training of new staff.

**Professional / development**

* Must maintain registration with the GDC.
* Must comply with the GDC Code of Professional Conduct
* To take an active role in ensuring policies and procedures are implemented and reviewed in line with changes in practice to meet the needs of the National Minimum Care Standards and CQC – essential standards of Quality & Safety 2009.
* To play an active role in the development of the oral surgery service working in conjunction with the Lead Clinician and Lead Nurse
* To take an active role in the clinical governance strategy.

**Health and Safety**

As an employee of PRACTICE PLUS GROUP Ltd, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the Hospital, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisation as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

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I confirm I have read and understand this job description.

Name of Post holder …………………………………..

Signature ………………………………….

Date ………………………………….

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| **PERSON SPECIFICATION – TEAM LEADER – ORAL SURGERY** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Valid GDC registration * National certificate in Dental Nursing or NVQ level 3 National Certificate | * Evidence of post basic qualification in dental medication * Maxillo Facial Certification/Diploma * IV sedation certificate |
| Experience | * Experience of assisting with a diverse range of dental patients | * Experience in a hospital oral Maxillo Facial environment |
| **Skills and Knowledge** | * A commitment to providing high quality services * Ability to work under pressure and to meet targets and deadlines * Adaptability/ flexibility * Concern for excellence/ conscientious * Integrity * Influencing: gains commitment for the implementation of agreements. * Ability to work collaboratively in a multi-disciplinary team * Good communication and interpersonal skills at all levels * Competent computer skills | * Excellent customer care skills |
| Other Factors | * Literate and numerate * Proven communication skills with a good command of the English Language |  |