



Falkland Islands Government – Job Description

Job Title:	Dental Nurse		
Department:	Health & Social Services	Section:	Dental
Reports to:	Senior Dental Officer		
Grade:	F	Job Code:	202DN3

Job Purpose

To provide dental health education; this will include dental health clinics to promote the prevention of dental disease. To work as part of the dental team supporting the delivery of dental care to patients, by providing assistance to the dental practitioner in both clinical and non-clinical aspects of patient care, in line with departmental procedures.

Main Accountabilities:

- ❖ To liaise closely with our consultant in Dental Public Health in all aspects of dental health promotion.
- ❖ To deliver evidence based dental health education and patient clinics including elderly care to support the prevention of dental disease.
- ❖ To administer and provide a Fluoride application program to The Falkland Islands School, including Camp Education and Nursery Schools.
- ❖ To provide and support tooth brushing program at Nursery Schools and Camp schools
- ❖ To give training to Nursery School assistances and School teachers in tooth brushing techniques
- ❖ To help provide our Consultant in Dental Public Health DMFT (decayed, filled, missing teeth) figures so our annual audits of 5, 12 and 15 year olds can be monitored.
- ❖ To assist the Dentist/Hygienist/Therapist in all clinical and non clinical procedures to provide treatment and care for the patient, taking all reasonable measures to ensure patient comfort and safety and to maintain patient confidentiality.
- ❖ Arranging visit to the islands by Consultant Maxillo- Facial Surgeon and assisting in clinic and theatre.
- ❖ Prepare surgery in advance of each session, ensuring that all necessary documentation, materials, equipment, patient notes and prosthetics are available
- ❖ To ensure that the surgical areas and equipment, including aspiration systems, autoclaves and laboratory equipment, are regularly cleaned, monitored and maintained, in accordance with departmental procedures and manufacturers' instructions, and to advise the Dentist/Engineering department of any faulty or poorly functioning equipment so that action may be taken to remedy any defects.
- ❖ To keep accurate records and ensure the recording methods are used in line with agreed departmental policy and current medico-legal guidelines. This will include filing patients' notes.
- ❖ To keep the dental appointment recall system running, updated and implemented - to send out recall letters and to provide information on appointment waiting times as required.
- ❖ To facilitate effective communication with the reception and administrative staff and other team members in order to assist in planning appointments and collecting charges.
- ❖ To liaise with the dentists to put their clinics onto the computer. Then to book patients onto these clinics to use the clinical time efficiently and to triage patients effectively, so they are given the correct type and length of appointment. This includes the responsibility of booking the daily emergency clinics.



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Main Accountabilities:

- ❖ To record stock drawings, maintain records and re-order supplies as necessary to ensure that materials/stationery are never out of stock.
- ❖ To make certain that an efficient link with the dental laboratory is upheld to prevent delays in the dispatch and receipt of work. To prepare, post, track and record the progress of the dental laboratory work.
- ❖ To plan, organize and participate in screening visits in schools.
- ❖ To participate in the dental on call rota and to provide out of hours dental nursing support in the treatment of foreign fishermen/all patients.
- ❖ To maintain and increase competence in nursing skills and keep up to date with Continuing Professional Development requirements as prescribed by the General Dental Council.
- ❖ To contribute to clinical audit and governance programmes.
- ❖ To conform with relevant legal and ethical codes and departmental policies and procedures in respect of infection control, decontamination and sterilisation, and health & safety.
- ❖ To comply with any reasonable request / order made by Hospital Management.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

The postholder will normally work 37.5 hours per week (08.00 to 16.30 Monday to Friday) and will, in addition, be required to participate in the out of hours on call rota.

All employed staff have a responsibility for records created, held and used as part of their work in the department including patient/client records, corporate and administrative records whether paper based or electronic, including e-mails. Records should be managed and stored appropriately and in all cases should comply with the requirements of the Department's Records Management Policy. Employees should read and understand this policy and should follow all procedures, seeking advice where necessary

Appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for short-listing and selection. Failure to provide evidence of the required qualifications will result in any offer of employment being withdrawn.



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Person Specification:	Dental Nurse		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
A Diploma in Dental Nursing or other relevant qualification or practical experience that allows eligibility for registration with the General Dental Council of the United Kingdom.	✓		A/I
A certificate in Oral Health Education	✓		A/I
A certificate of Competency in Fluoride Application	✓		A/I
Registered with the General Dental Council of the United Kingdom		✓	A/I
Knowledge, Skills and Experience:			
Good written and verbal communication skills	✓		A/I
Ability to relate to and work with a diverse range of people in a team setting	✓		A/I
Computer literate with experience of Microsoft Word and Excel programmes	✓		A/I
Experience with dental equipment and of stock control	✓		A/I
Able to fulfill the requirements to keep accurate and legible patient records	✓		A/I
Able to participate and contribute to clinical governance and infection control	✓		A/I
An understanding of the importance of the maintenance of clinical standards	✓		A/I
Team player with strong relationship building skills both internally and externally	✓		A/I/R
Manual dexterity to assemble equipment, mix dental materials, and hold instruments in position for dental surgeon during procedures	✓		A/I
Able to highlight problem areas at work and suggest new ideas to improve processes and procedures to get the best results		✓	A/I
Personal Attributes:			
Self motivated and able to use own initiative	✓		A/I
Reliable and consistent	✓		A/I/R
Adjusts communication style to suit situation and audience		✓	A/I



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Person Specification:	Dental Nurse		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:(continued)			
Open minded and able to accept change		✓	A/I
Willingness to learn		✓	A/I
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of assessment:

A - Application Form
I - Selection Interview
R – Reference