



Falkland Islands Government – Job Description

Job Title:	Trainee Dental Nurse		
Department:	Health & Social Services	Section:	Dental
Reports to:	Senior Dental Officer		
Grade:	Falkland Islands Government Grade – G1	Job Code:	TBC

Job Purpose

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 and working towards a nationally recognised qualification in dental nursing awarded by the National Examining Board for Dental Nurses. This qualification is registerable with the UK's General Dental Council.

Main Accountabilities:

As a Trainee:

- Develop competence across a wide range of dental chair-side support procedures. This will include, but not be limited to:
 - Responsibility for dismantling, assembly and preparation for safe use of specialised dental equipment.
 - Sterilisation of equipment
 - Ensuring safe storage of dental materials whilst also adhering to cross infection control policies
- Develop knowledge of a wide range of practical treatment procedures and the relevant support necessary to ensure effective outcomes.
- Develop a comprehensive knowledge and application of a wide range of dental instruments and other relevant equipment necessary during preparation for treatment procedures.
- Learn to prepare individual treatment rooms for a wide range of dental procedures.
- Develop and demonstrate competence in decontamination and sterilization of medical and dental devices within clinical and non clinical environments, ensuring appropriate records are completed.
- Be responsible as part of the clinical team for the care of the patient from arrival to completion of treatment.
- Under supervision carry out the following: reception duties, answering telephone, receiving mail, meeting and greeting of patients and/or carers, managing department diaries and day books, sending appointments by mail, maintenance of monthly recall systems, filing and pulling of patient records, maintenance and upkeep of all patient records and correspondence.
- Participate in audit procedures under the direction of appropriate clinicians.
- Work towards a recognised qualification in dental nursing and participate in personal and career development plan to maintain and build on knowledge and skills base in order to maximise the positive patient experience and personal learning outcomes.
- Carry out reflective learning.



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Main Accountabilities continued:	
General	
• To assist the Dentists/Hygienist 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. • Prepare surgery in advance of each session, ensuring that all necessary documentation, materials, equipment, patient notes and prosthetics are available. • 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. • 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. • Facilitate effective communication with the reception and administrative staff and other team members in order to assist in planning appointments and collecting charges. • Record stock drawings, maintain records and re-order supplies as necessary to ensure that materials/stationery are never out of stock. • Make certain that an efficient link with the dental laboratory is upheld to prevent delays in the dispatch and receipt of work. • Participate in the dental on call rota and to provide out of hours dental nursing support in the treatment of foreign fishermen/all patients. • Maintain and increase competence in nursing skills and keep up to date with Continuing Professional Development requirements as prescribed by the UK's General Dental Council. • Contribute to clinical audit and governance programmes and conform with relevant legal and ethical codes and departmental policies and procedures in respect of infection control, decontamination and sterilisation, and health & safety. • 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:	
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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Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Trainee Dental Nurse		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training			
5 GCSE English and Maths at 'C' or above (or equivalent)	✓		A
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
Registered with the General Dental Council of the United Kingdom		✓	A
Knowledge, Skills and Experience:			
Good written and verbal communication skills	✓		A/I
Ability to relate to and work with a diverse range of people	✓		I/R
Computer literate with good experience of Microsoft Word and Excel	✓		A/I/R
Experience with dental equipment and of stock control	✓		A/I/R
Able to fulfill the requirements to keep accurate and legible patient records	✓		A/I/R
Able to participate and contribute to clinical governance and infection control	✓		I/R
An understanding of the importance of the maintenance of clinical standards	✓		I
Team player with strong relationship building skills both internally and externally	✓		I/R
Manual dexterity to assemble equipment, mix dental materials, and hold instruments in position for dental surgeon during procedures	✓		I/O
Good organisational skills and ability to prioritise and manage multiple tasks and competing demands	✓		I/R
Understanding of the basics of infection prevention and control	✓		I
Able to highlight problem areas at work and suggest new ideas to improve processes and procedures to get the best results	✓		I/R



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Person Specification:	Trainee Dental Nurse		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Self motivated and able to use own initiative sensibly	✓		I/R
Ability to sit or stand in an awkward/uncomfortable position for extended periods (of up to one hour at a time) during an operational session	✓		I/O
Reliable and consistent	✓		I/R
Be pro-active within remit of role and level of training	✓		I/R
Demonstrates commitment to any training programme	✓		I/R
Takes ownership of tasks	✓		I/R
Capacity and willingness to learn	✓		I/R
Adjusts communication style to suit situation and audience	✓		A/I/R
Commitment to provision of quality care	✓		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

O - Other