

**Faculty of Science**

**Dental Academy**

**Dental Nurse**

**ZZ601095**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £19,322 to £22,378 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

The appointee will be eligible to join the NHS Pension Scheme, provided that he/she was a member of that scheme within 12 months of taking up appointment at the University of Portsmouth. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits. Contributions by the employee are tax free.

If the appointee has not been a member of NHS Pension Scheme they will be entitled to join the Local Government Pension Scheme. This scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

For salary calculations you will be paid for 46.125 weeks. The difference between 46.125 and the 41 weeks worked each year covers paid annual leave entitlement and public and statutory holidays. The salary is divided into 12 equal monthly instalments.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

The candidate selected for this position must complete an Enhanced Disclosure and Barring Service check which will be arranged once the selection process has been completed.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Dental Nurse |
| **Faculty/Centre:** | Science/UPDA |
| **Department/Service:**  **Location:** | Portsmouth Dental Academy  William Beatty Building |
| **Position Reference No:** | ZZ601095 |
| **Cost Centre:** | 20900 |
| **Responsible to:** | Senior/ Deputy Senior Dental Nurse |
| **Responsible for:** | The provision of nursing support for students and staff and the care of patients in the Academy |
| **Effective date of job description:** | May 2017 |

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| **Purpose of Job:** |
| To provide nursing support to staff and students and contribute to the effective delivery of the clinical service and clinical education. |

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| **Key Responsibilities:**   1. To provide chair side assistance to clinical dental staff, undergraduate dentists, therapy/hygiene students and dental nurse students. This may involve aspiration, mixing of materials, operating the patient management system and some supervision of students in radiography and general clinical duties as required. 2. To provide support to all students in the delivery of care to patients and in the understanding of clinical policies and procedures. 3. To ensure the patients’ comfort, safety and well being are maintained at all times. 4. To be responsible for clinic set up. 5. To track and sterilise instruments, hand pieces etc, carry out regular checks on washer disinfectors and autoclaves 6. To ensure a high standard of infection control and cleanliness is maintained in all clinical areas. 7. To ensure patient records are well maintained on the electronic and paper systems, with due regard for the Data Protection Act. 8. Maybe required to go out into the wider community on occasions. 9. To ensure claims are correctly completed and submitted to the BSA. 10. To process, store and retrieve radiographs, using phosphor plates and film. 11. To coordinate the equipment and resources required to support clinical teaching in the clinics, Phantom head, skills laboratory and the Radiography Suite. 12. To conduct audits of clinical policies. 13. To mentor student dental nurses on placement at the School in liaison with the Dental Nurse Tutors. 14. Undertaking general administration required to carry out the role. 15. To take responsibility for own training and continuing professional development ensuring skills are maintained and mandatory training is carried out as required. 16. Will be required to carry out a late duty on a rota basis. 17. Undertake additional duties as required by the senior/ Deputy Senior Dental Nurse. |

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| **Working Relationships (key individuals the job holder would be working with):**  Senior/ Deputy Senior Dental Nurse  Other members of the Dental nursing team  Tutors/clinical staff  Students  PAT team. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Up-to-date knowledge of dental nurse duties within the NHS. Knowledge of Data Protection Act, with regard to patient record system. Understanding of relevant Health and Safety and hygiene/cleanliness/sterilisation issues required in a dental environment. Knowledge of Clinical Governance.  Knowledge of Information Governance  An understanding of the requirements of the Care Quality Commission  Relevant Radiography Qualification | E | AF, S |
|  | Knowledge of IT systems, Microsoft Office and Patients Management Systems. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good interpersonal skills, including the ability to work effectively in a team. An ability to communicate well in written and spoken English. Ability to work flexibly and innovatively. Technical skills in terms of developing radiographs, aspiration and mixing of materials. | E | AF, S |
|  | Ability to use Word, PowerPoint, Excel and access web-based resources. | D | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | A dental nursing qualification. Professional Indemnity insurance.  Registration with the GDC.  Demonstration of a CPD portfolio.  Relevant Radiography qualification. | E | A F, S |
|  | Any other qualification that falls within Scope of practice | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Considerable experience of working as a dental nurse in community, hospital or practice setting.  Experience of maintaining stock levels. Experience of team working.  Experience of taking radiographs. | E | AF, S |
|  | Experience of mentoring. | D | AF |
|  | A commitment to standards of excellence in dental nursing, oral health and related disciplines. Sensitivity to the needs of patients and students. | E | AF, S |
|  | An enhanced Disclosure and Barring Service check is required for this position. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) | x |
| 1. Manual Handling (of loads/people) | x | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) | x | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation   x | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Sue Hadley |
| **Date** | 22nd May 2017 |
| **Extension number** | 5291 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.