



DENTAL NURSE

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

Here at SaTH we strive to provide excellent care for our communities, and nursing is an integral part of our workforce to enable this to be achieved.

The role of a nurse is incredibly rewarding. As nurses we are often a source of great comfort and hope to patients during some of life's most pivotal moments, and you could play your part in that journey.

I have been a nurse for 30 years and every day I see the dedication and commitment our nurses show. When you join our team, you will be given the support, guidance and opportunities to develop and flourish here at SaTH.

Hayley Flavell

HAYLEY FLAVELL
DIRECTOR OF NURSING

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



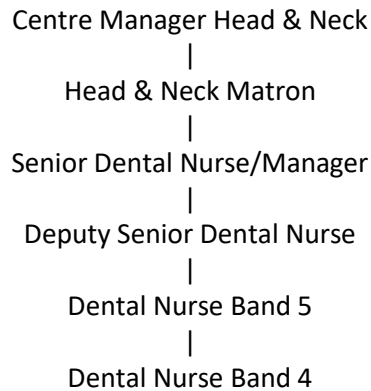
JOB DESCRIPTION

Job Title	Dental Nurse
Band	4
Directorate	Oral Surgery and Orthodontics Services
Accountable to	The Senior Dental Nurse Manager. The Oral and Maxillo-Facial and Orthodontic Clinical Lead
DBS Required?	Enhanced

JOB OVERVIEW

To provide assistance to clinical staff in the outpatient Department of Oral Surgery and Orthodontics at the Royal Shrewsbury Hospital, the sister department at the Princess Royal Hospital, The Dental Nurse working in this area must have a high level of manual dexterity and excellent organisational skills you are required to ensure the provision of high standards of care at all times and that patients and carers are handled with sympathy and respect.

ORGANISATIONAL POSITION



SCOPE AND RANGE

The post covers all specialties in the departments at the Royal Shrewsbury Hospital and Princess Royal Hospital

MAIN DUTIES AND RESPONSIBILITIES

CLINICAL

ORAL AND MAXILLO-FACIAL PROCEDURES

A working knowledge of Oral and Maxillo-Facial surgery procedures and associated materials and instrumentation, a high level of competency in the assistance of:-

INTRA-ORAL

- Dental extractions, the removal of impacted teeth and buried roots
- Apicectomies
- Frenectomies
- Incisional and Excisional biopsies
- Exposure of buried teeth
- Gingival surgery
- The removal of Intra-maxillary fixation and plates
- Incision and drainage of infected cysts.
- Cryotherapy treatments.
- Dental Implants

EXTRA-ORAL

- Removal of skin lesions and closure
- Fine needle aspirations
- Cleaning and suturing of skin lacerations
- Incision and drainage of infected abscesses and cysts
- OTHER PROCEDURES
- Application of prescribed dressings
- Administering prescribed oral antibiotic prophylactic cover to patients prior to surgery
- Administering oral glucose to hypoglycaemic patients

ORTHODONTIC PROCEDURES

A working knowledge of all Orthodontic treatments and instruments, equipment and materials and a high level of competency in the following: -

- Intra-oral appliances, performed and custom made
- Extra-oral applications
- Brackets, bands, arch wires and specialist instruments
- Assistance with fitting, adjusting and removal of appliances
- Arranging repair of appliances
- Assistance with clinical photography
- Completion of individual patient's assessment forms
- Oral hygiene and dietary advice to patients
- Completion of laboratory instruction sheets as prescribed
- Temporary Anchor Devices

RESTORATIVE PROCEDURES

- Dental Implants
- Dentures
- Obturators
- Crown and Bridge
- Composite build ups

ADMINISTRATIVE

- Competency in the following administrative duties:
- Preparation of daily clinics by providing the necessary instrumentation, materials, equipment, pathology
- reports, laboratory work, radiographs and scans to ensure that a seamless service is provided to the patient
- Completion of out patient proformas
- Collating, filing and storage of patient study model boxes
- Completion of daily clinic registers and collation of clinic activity for the department and the Trust
- Distribution of appropriate patient information leaflets

TECHNICAL

- Competency in the technical skills required to ensure effective and safe working
- conditions Compliance with Trust Health and Safety Policy Compliance with Trust
- Infection Control Policy
- Compliance with COSHH Regulations
- Safe handling and labelling of pathology specimens
- Disassembly and cleaning of specialised dental units
- Cleaning of all cabinetry and work surfaces in the department according to Trust
- policy Preparation of instruments for transfer to CSSD

RESEARCH AND DEVELOPMENT

- Participating in research and development to further knowledge and enhance skills
- Participating in all aspects of departmental audit including assisting medical colleagues with their audit projects
- Attending courses and conferences for the purposes of personal development
- Assisting in the training and development of new members of staff
- Sharing skills, knowledge and information with all members of the team

SYSTEMS AND EQUIPMENT

- A thorough working knowledge of all systems and equipment used in the Department.

CLINICAL EQUIPMENT

- Diathermy unit
- Electric vitality tester

- Ultra violet light units
- Portable suction units
- Dental units to include chairs/cart suction units
- Specialised dental hand pieces
- Specialist dedicated procedure trays
- Orthodontic Components
- Sphygmomanometers
- Auroscope
- Ophthalmoscope

IT SYSTEMS

- Viewing digital radiographs
- Pas system for viewing only
- Specialist data recording

DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

- Work within codes of practice and professional guidelines
- Accountable for own professional actions
- Undertaking daily duties without direct supervision
- Freedom to organise own workload within the confines of clinic

COMMUNICATIONS AND RELATIONSHIPS

- Good communication skills required to daily communicate with colleagues within the Trust
- Communication with a wide range of specialities outside of the Trust including Medical and Dental Practitioners
- Communication with patients and carers and those who may have barriers to understanding

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS

The post holder can be subject to emotional and stressful situations in offering support to patients and their carers with the following: -

- Reassuring and providing simple care instructions following a range of clinical procedures
- Dealing with anxious or upset patients or carers
- Offering support to nervous or confused patients
- Offering support to children
- Providing care to chaperoned prisoners

- Offering support to patients with congenital facial deformities and disfigurements following trauma injuries or facial surgery
- Dealing with patients with special needs and learning disabilities
- Dealing with people who are verbally aggressive
- Providing physical support to inform patients
- Standing for long periods of time in one position while assisting with
- procedures Physical effort to move and manoeuvre specialist equipment
- Handling and passing very small components during specialist procedures
- Working with speed, accuracy and dexterity
- Multi-tasking during high levels of clinical activity
- Changing priorities quickly and effectively to deal with urgent situations

WORKING CONDITIONS

Daily exposure to:

- Blood/bone
- Saliva
- Unpleasant odours
- Infected cysts
- Necrotic tissue
- Noise
- Vomit
- Body Odours
- Halitosis
- Head lice
- Contaminated sharps
- Cleaning fluids
- Sodium hypochlorite
- Regular contact with known carriers HIBV and Hepatitis



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Educated to GCSE in English and Maths equivalent • Certificate in Dental Nursing • Registered with GDC 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Experience working in a dental setting 	<ul style="list-style-type: none"> • Fixed appliance therapy Oral Surgery procedures

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good communication Skills • Able to use own initiative and work as part of a team 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to

take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

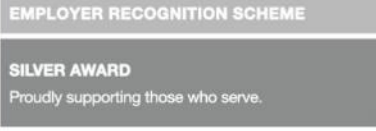
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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[Getting to The Royal Shrewsbury Hospital](#)

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[Getting to The Princess Royal Hospital](#)