

# **Job Description**

## **Dental Nurse Fixed Term**



**Issue Date: November 2018**

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## **1. Qualifications, Experience & Person Specification**

Each candidate must:

- Be a qualified Dental Nurse
- Registered with Dental Council of Ireland
- Should have basic computer skills to include Microsoft Word and Outlook.
- Understand the role of the Dental Nurse in the organisation.
- Support Director of Nursing and Clinic Nurse Manager in their duties.

Candidates must ideally:

- Possess excellent interpersonal and communication skills
- Be able to identify potential difficulties and formulate solutions
- Be personally motivated with the ability to empower and motivate others
- Demonstrable adaptability to rapid changes taking place in the Hospital and external institutions, to include educational and health services in general.
- Demonstrate a patient and student focused approach
- Have an ability to demonstrate discretion in relation to clinical issues.
- Have the ability to work under pressure and to meet deadlines.
- Have the ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail.
- Ability to demonstrate efficient work management processes

## **2. Accountability**

The position reports to and is accountable to the Clinic Nurse Managers, the Director of Nursing or by any other authorised designated officer that the responsibility is delegated to by the Director of Nursing including Clinic Nurse Managers. The Dental Nurse will embrace continuous quality improvement and development within the nursing department and will contribute to the management of the changes necessary to achieve Dublin Dental University Hospital objectives.

### **3. Outline of Duties and Responsibilities**

The role of the Dental Nurse includes but is not limited to:

- Provide a high standard of patient care within the clinics and external institutions. Ensure patients are kept informed of any delays.
- Providing a high standard of clinical assistance to all operators within the hospital.
- Support the Clinic Nurse Manager in the efficient running of all clinical areas both internal and external to the Dublin Dental University Hospital and extends to all duties in the Prison service and other external agencies.
- Record and report to the Floor Manager or the appropriate Senior Dental Nurse requirements relating to departmental stores, equipment and supplies, items requiring repair/ replacement.
- Reporting on untoward incidents (clinical incidents / complaints) which occur in the clinic to Floor Manager or Senior Nurse.
- Ensuring a high standard of hygiene and cleanliness in clinical and patient areas. Notify Household Supervisor immediately if areas need prompt attention. Liaise with Clinic Nurse Manager or Cleaning Contractor Supervisor if required.
- Ensuring the implementation of cross infection control standards within the clinical areas assigned as per DDUH protocol. Liaise with staff & students accordingly on this issue.
- Ensuring the health and safety of all staff and patients in the clinical area assigned as per DDUH protocols including fire safety.
- Ensuring the implementation of DDUH waste management policies within all clinical areas.
- Liaise with administration staff to arrange appointments and help with telephone inquiries as necessary.
- Assist with the organisation of courses for Dental Nurses.
- Assist with induction courses for students at the Hospital.
- Assist with the organisation of clinical examinations.
- Instrument control to ensure the recording and tracing of instruments used in the clinic. Report any discrepancies to Floor Manager or Senior Nurse.
- Ensure an up to date knowledge of all clinical and non-clinical policies, procedures and guidelines - new and current.
- Maintain excellent communications with the Director of Nursing, Clinic Nurse Managers, Senior Dental Nurses and fellow Dental Nurses.
- All other duties that may be requested within the general scope of dental nurses for maintaining a high standard of service to patients. Following consultation duties may be altered from time to time at the discretion of the Hospital Board.

The post holder will attend all meetings as required.

The extent and speed of change in the delivery of services is such that adaptability is essential to this level of appointment. The person chosen will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing situation. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

#### **4. Particulars of Office**

##### **Duration**

The appointment is full time and Fixed Term.

##### **Duties**

The Dental Nurse will perform the duties of the post as outlined in Part 3 of this Job Description.

The person appointed will be required to be flexible in this position and must be prepared to undertake such other duties as assigned to them from time to time by the Director of Nursing or any other authorised designated officer. Such duties can be outside the normal area of work.

##### **Hours of Work**

This person will work a five day, 37 hour week or various hours as outlined in your contract but the appointee will attend at such other times as are required for the proper discharge of the duties of the office. The appointee will be required to record their attendance electronically or manually as instructed.

In order to comply with Section 33, of the Organisation of Working Time Act 1997 which limits the maximum number of hours an employee is permitted to work in a given period, all employees are obliged to notify the Hospital if they engage in any employment in addition to their post with Dublin Dental University Hospital.

##### **Remuneration**

Remuneration is in accordance with the salary scale approved by the Department of Health and Children.

The Dental Nurse salary scale applies to this post.

Salary is paid by Credit Transfer on the 26<sup>th</sup> of each month.

Periodical increases in salary shall not take effect until the Director of Nursing or designated officer certifies that the service of the person concerned has been satisfactory during the year immediately preceding the date of such increments.

##### **Probation**

The successful candidate will be required to serve a probation period of ten months from the date of taking up the role before being confirmed in the position. During this period the candidate's progress will be monitored and Dublin Dental University Hospital may at its discretion, extend the probationary period, in which case the reason for the extension will be made known to the candidate. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended or certified, with stated reasons, that the service has not been satisfactory in which case the post holder will cease to hold the post. If the Dublin Dental University Hospital should fail to certify in accordance with (a) or (b) above, the appointment shall be deemed to take effect. In the event of it being determined at any stage during the candidate's probationary period that his/her performance is unsatisfactory, then his/her employment in this role may be terminated before the probation period expires and s/he will revert to their original post.

## **Medical Examination, Garda Vetting and References**

The appointment is subject to a successful medical examination and this will be arranged by the hospital. There may be a fee charged for the examination. It is also subject to ongoing clear Garda Vetting and satisfactory references being obtained at the discretion of the organisation.

## **Superannuation**

The terms of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme, whichever is applicable, will apply to this position. Superannuation contributions at the appropriate rates will be payable in accordance with the provisions of the scheme. In accordance with the Public Service Superannuation (Miscellaneous Provision) Act 2004 the minimum age at which pensions is payable to all new entrants to the public service on or after 1 April 2004, is 65 years. An explanatory booklet is available on request.

## **Annual Leave**

The annual leave for the post is in line with Dental Nurse entitlements.

## **5. General Information**

An application letter including a copy of your Curriculum Vitae together with the names and address of three referees should be submitted via the following [Link](#)

Applicants must include their present employer or past employer (if not currently employed) as one of their referees.

**The Hospital will assume permission to contact referees at any time and without further notification unless the applicant has clearly stated otherwise.**

**Applications must be received by 5pm, Friday 14<sup>th</sup> December 2018**

Candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.

Short Listing will take place.