

## **ORTHODONTIC NURSE JOB DESCRIPTION**

**You need to be registered with the General Dental Council as a Dental Nurse.**

**Hourly rate £10.75 to £13.50 depending on experience and qualifications**

**Five weeks Holiday per year (only one week can be taken in the school summer Holiday)**

- Keep the clinical areas and all equipment and instruments clean, tidy and sterile as appropriate according to the practice's health and safety and infection control procedures and manufacturers' instructions.
- Use all equipment and machinery in accordance with manufacturers' recommendations and ensure that they are maintained regularly and in good working order. Should equipment not be working this must be reported immediately to the Management or the appropriate person as soon as possible.
- Provide chairside assistance, ensuring that the correct equipment is available and Oral hygiene education.
- Wearing PPE is mandatory when treating patients or undertaking a sterilisation role to comply with Health and Safety Law and HTM01-05.
- Always ensure the care and welfare of patients in a friendly, helpful and courteous manner.
- Accurately complete patient clinical records as directed maintained and securely stored.
- Observe patient confidentiality at all times, knowledge of the requirements within the Data Protection Act is expected
- Handle all substances in accordance with Health and Safety policies
- Be familiar and comply with all Health and Safety rules and guidance, including PPE, COSHH, infection control, HTM01-05, waste disposal etc. All employees are expected to read and understand the policies of the practice and will be expected to sign to this effect.
- Complete laboratory request forms, keep records of work sent, received and fitted.
- Ensure adequate stocks of materials and other items within the surgery.
- Liaise with reception to ensure smooth patient communications and transfer of records.
- Attend and participate in Staff, nurses and audit meetings.
- Other duties as necessary for the efficient operation of the practice including but not limited to active participation in the nurse rotation, sterilisation duties and receptionist duties when called upon.
- Undergo training as may be required to develop your skills and abilities, including attendance at CPD courses internally and externally arranged by the practice or yourself that maybe outside normal working hours.
- Act in accordance with the practice rules and code of conduct
- This is a list to be informative but not exhaustive.