

THE SMILE CENTRE DENTAL PRACTICE

JOB DESCRIPTION FOR DENTAL NURSES

The role of the Dental Nurse is to liaise with the Senior Receptionist, Senior Nurse and Clinical Team to ensure the smooth and efficient running of the practice as a whole.

AREAS OF RESPONSIBILITY:

1. To maintain and up keep all surgery areas to a high standard
2. To be mindful of all aspects of cross infection control for the safety of staff and patients
3. To support the clinicians in the safe, efficient and caring treatment of patients
4. To ensure equipment and instruments are maintained and serviced as required and indicated
5. To be mindful of all protocols relevant to their roles
6. To be aware and understand handling of all materials in all surgeries
7. To be aware of and help maintain the state of all public areas other than their surgeries
8. To have a basic knowledge of and be able to support reception of patients when required
9. To have a working knowledge of all IT in the surgery and a basic knowledge of IT in reception
10. To carry out such duties as deemed necessary on occasions for the efficient running of the surgery
11. To be aware of and seek support to remedy any discrepancies in items 1-9 from the head nurse

While the above *outlines* the areas of responsibility it is expected that dental nurses should exercise initiative in all areas, and develop where appropriate modifications and additions to the role in conjunction with the head nurse.