

## JOB DESCRIPTION

<b>Job Title:</b>	Specialist Dental Nurse – Mobile services
<b>Managed by:</b>	Mobile Fleet Coordinator
<b>Reporting to:</b>	Associate Director Business Development
<b>DBS – Required:</b>	Yes

### Key Relationships:

Associate Director Business Development  
CDS Mobile Fleet Coordinator  
Colleagues in other CDS geographies, specifically mobile services  
CDS Corporate Services  
Contract service linked organisations

### Job Summary

The Specialist Dental Nurse (SDN) will work alongside dental operators providing high quality care to provide both assessment and treatment to children, young people, and vulnerable adults with a priority for targeting the most deprived Lower Super Output Area's (LSOA's) in the SNEE ICB (Integrated Care Board) Suffolk boundary. This population may be challenging and/or have additional needs including learning disabilities and mental health problems. The SDN will provide support as required to assist in the full range of dental care provided to patients of the Dental Service. This will include a wide range of treatments for a broad client base which includes children and vulnerable patients with additional needs.

The SDN will be the clinical lead of dental nurse triage sessions and organise and deliver the fluoride varnish programme for the contract.

Travel will be required therefore a full driving licence is essential.

### Key Duties and Responsibilities:

1. Assist the Mobile Fleet Coordinator in the day to day running of the Mobile Service.
2. Arrange the day-to-day management and supervision of the service team to ensure the smooth running of the mobile dental surgeries, and booking appointments appropriately.
3. Coordinate Dental Nurse Triage sessions to assist with the booking system for clinical bookings.
4. Coordinate and deliver a fluoride varnish programme with service users being seen on the mobile unit.

5. You will be responsible for the safe handling and storage of dental instruments and materials by ensuring that all security procedures are adhered to and carrying out daily security audits.
6. Responsible for the routine maintenance/repairs of specialist medical equipment.
7. Responsible for managing the clinical governance programme and initiatives.
8. To undertake dental nurses' duties for mobile sessions.
9. Liaise with the Workforce Development Lead/Clinical Workforce Training Coordinator to support the strategic objectives of CDS and the CDS training plan, including the delivery of oral health training for patients and their families in line with the required Health & Safety standards and GDC requirements. This will include the arrangement and attendance of mandatory training courses including immediate life support, moving, and handling and specific mandatory courses as outlined in the mandatory training framework.
10. Works collaboratively with colleagues, attending meetings as required.
11. Communicates with patients/clients, including those with additional needs.
12. Comply with CDS and local Mobile Policies and Procedures at all times, and will be requested to comment on policy within own area of work.
13. Complete all mandatory training courses required by CDS employees.
14. Actively promote CDS Values and Behaviours in all aspects of the job role.

*The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.*

*This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service by CDS. Any such changes will be fully discussed with the post holder.*

## RELEVANT ROLE FACTORS

Information Required	Completed as appropriate for the role
<p><b>Physical</b></p> <p>Examples - the nature, level, frequency, and duration of the physical effort required for the job e.g., Kneeling, crouching, work in confined space, sitting, standing, walking, lifting, pulling, running, pushing.</p>	<p>Perform minor maintenance on hand pieces, aspirators, and other equipment.</p> <p>Routine maintenance of specialist medical equipment such vacuum autoclaves</p>
<p><b>Mental</b></p> <p>Examples - the nature, level, frequency, and duration of the mental effort required for the job e.g., Checking documents, calculations, analysing statistics, operating machinery, microscope work, assessing patients, formal minute taking, and teaching.</p> <p>Also measures whether the post holder will be subject to interruptions.</p>	<p>Forward planning in consideration of lone working and clinical setting requirements.</p> <p>Unpredictability of patient group requires individual to always be alert.</p> <p>Concentration would be required when working with patients, triaging, training etc.</p>
<p><b>Emotional</b></p> <p>Examples - the nature, level and frequency of emotional effort required to undertake clinical or non-clinical duties considered distressing and/or emotionally demanding. E.g., giving unwelcome news to staff/patients, dealing with difficult situations / circumstances or, caring for the terminally ill, typing / processing reports / letters transmitting highly distressing events, managing major change etc.</p>	<p>Patient groups include those with additional needs, and vulnerable children, young adults, and families.</p>
<p><b>Working conditions</b></p> <p>Examples - the nature, level, frequency, and duration of demands arising from adverse environmental conditions and hazards which are unavoidable and required for the job. E.g. Frequent use of a VDU, exposure to extreme temperatures, working at heights, unpleasant smells, dust / dirt, aggression, noxious fumes, chemical spills, fleas, lice, body fluids, foul linen. It also includes any exposure to aggressive / challenging behaviour.</p>	<p>Remote working</p> <p>Daily requirement for safe handling and security of dental instruments, materials, and pharmacy drugs.</p> <p>Frequent exposure to body fluids such as saliva and blood.</p> <p>Occasional verbal aggression.</p>

## PERSON SPECIFICATION

**Job title:** Specialist Dental Nurse – Mobile Services

Factors	Essential requirements	Desirable requirements	Measurement e.g., <i>Application / Assessment / Interview</i>
<b>Education and Qualifications</b>	<p>Registered with the General Dental Council</p> <p>Degree level qualification or equivalent experience</p> <p>Certificate in Topical Fluoride Application</p>	<p>NEBDN Certificate in Special Care Dental Nursing or able to achieve qualification within the first two years of employment.</p> <p>Oral Health Education Certificate or able to achieve qualification within the first two years of employment.</p>	Application form
<b>Knowledge</b>	<p>Evidence of continuing professional development in line with GDC requirements.</p> <p>Sound knowledge of national evidence-based guidelines.</p>	Awareness of the principles of training, and teaching including education for patients.	Application / Interview
<b>Experience</b>	<p>Experience of working with vulnerable groups and supporting them with educational needs around oral health</p> <p>Experience of working with 'special needs' patients/clients</p>	Experience of mobile or domiciliary services	Application / Interview
<b>Skills and Ability</b>	<p>Good communication skills</p> <p>Time management and demonstrable organisational skills</p> <p>Proficient IT skills including all Microsoft Office packages including Word, Excel, Outlook, and Power Point</p> <p>Significant motivational skills</p> <p>Ability to empathise, reassure</p>	Familiar with dental software system/s	Application / Interview

Factors	Essential requirements	Desirable requirements	Measurement e.g., <i>Application / Assessment / Interview</i>
<b>Personal Qualities</b>	<p>Ability to work well within a team and also work alone for aspects of the role</p> <p>Flexibility to accommodate changing priorities</p> <p>Willingness to travel to CDS locations and mobile venues</p> <p>Car Driver</p>		Application/ Interview