



## **JOB DESCRIPTION FOR DENTAL NURSE/RECEPTIONIST**

### **Surgery**

To assist the dentist or hygienist in all clinical procedures, such as examinations, fillings, extractions, cleanings.

To maintain the surgery in a state of cleanliness to prevent cross infection

To maintain instruments and equipment in a safe and sterile state

To enter treatment details onto computer-held patient records accurately

Prepare materials for use in all procedures

Attend to patient comfort and safety

### **Sterilisation Room**

Process used instruments and equipment through the sterilisation cycle in accordance with Department of Health requirements.

### **Reception**

Arrange appointments

Take telephone calls

Take payments from patients

Maintain patient records

General cleaning

### **Maintain full confidentiality at all times**

The work is both mentally and physically challenging. It offers a rewarding career with a high level of job satisfaction for the right candidate. There are many aspects to the work which result in varied and interesting days. We expect high standards of work from our staff together with a commitment to the practice.

## **Personal Qualities and Attributes**

The ability to:

work well within a team

accept and act on instructions from senior staff

act on own initiative within the boundaries of training and expertise

work efficiently under pressure

Flexibility in working methods

Friendly and considerate manner

Reliability

Commitment to work

Adaptability

Take pride in work

## **Training**

Dental nurses must be either in formal training or qualified and registered on the General Dental Council's list. Training will be arranged to NVQ3 level, usually comprising an evening course once a week, work place assessment and a written examination.