

## Role Profile

<b>Role Title</b>	<b>Senior Dental Surgery Nurse</b>
<b>Purpose of the Role</b>	To work as part of the Multidisciplinary Team to deliver a high standard of care to patients within the Cleft Orthodontic /Prosthodontic and Maxillofacial Services in St. James's Hospital. The post holder is responsible for managing the care of patients and the needs of their families, ensuring that quality is maintained. She/He/They are required to have excellent clinical, management and leadership skills and undertake any required training specific to the area of appointment.
<b>Department/Directorate</b>	SACC Directorate
<b>Key Reports</b>	Clinical Nurse Manager I, Clinical Nurse Manager II, and Assistant Director of Nursing Professionally Accountable to the Director of Nursing
<b>Key Direct Reports</b>	N/A
<b>Grade</b>	Senior Dental Surgery Nurse
<b>Salary Scale</b>	€49,384 - €59,028
<b>Job Reference Number</b>	000719
<b>Enquiries To</b>	Ms Charlotte Stuart, Assistant Director of Nursing, Ambulatory Care, SACC Directorate Phone: (01) 416 2096; Bleep: 126; E-mail: cstuart@stjames.ie
<b>Closing Date</b>	Sunday, 6 <sup>th</sup> October 2024

### Key Duties and Responsibilities

A Senior Dental Surgery Nurse is a Registered Dental Nurse who is experienced and skilled both clinically and managerially and will be involved in direct patient care with the responsibility of providing the highest standard of evidence-based care in partnership with other health care professionals.

General duties and responsibilities:

- The Senior Dental Surgery Nurse will actively participate in the management of the department.

- Will have responsibility for the wider clinical environment over a number of clinics and over a number of specialities.
- Management of the day-today organisation of the department.
- Responsibility for specific organisational or clinical issues that may arise.
- Support and assist the ADON and the CNM III/II/I in the efficient running of all clinical areas.
- Supervision of the dental nursing staff.
- Attend and participate in management meetings as required.
- To provide high quality dental nursing whilst assisting the Orthodontists, Prosthodontist, Max Fax Consultants and their teams in a safe and effective manner.
- To establish and maintain productive working relationships with all members of the team.
- The role is to promote health, prevent disease, and help patients cope with illness.
- Responsibilities include assessing, planning, delivering and evaluating highly specialised dental nursing care, using a holistic approach.
- When providing direct patient care; observe, assess, and record symptoms, responses, and progress.
- Ensure daily safety checks are carried out and recorded.
- To set up and prepare the procedure rooms for the day ahead, ensuring the required materials and instruments are readily available.
- Clean, decontaminate and turn around the room between patients stringently adhering to current infection control and prevention guidelines.
- Ensure compliance with Fingerprint track and trace system.
- Provide chair side assistance to the Dental and Medical teams.
- Take all reasonable methods to reassure and ensure patient comfort.
- Continually interpret the needs of the patients and the Dental and Medical teams and ensure they are addressed promptly and efficiently.
- Ensure safe disposal of sharps and clinical waste.
- Carry out laboratory work and ensure efficient dispatch and returns to avoid patient delays or cancellations.
- The Registered Dental Nurse must adhere to Code of Professional Practice and Behaviours.
- The Dental Nurse may be required to work at any location within the SACC Directorate area and is transferable from one location to another.
- Report equipment failures and breakages to the relevant department and update the department CNM I/II.
- Maintenance and monitoring of consumables and pharmacy stock; ensuring adequate stock levels are maintained at all times.
- Maintenance of strong and co-operative working relationships between the department and other departments throughout the hospital.
- Report any incidents and complaints.
- Maintain high standards of quality and safety.
- Keep the CNM I/II aware of any relevant changes, which occur.
- Develop an understanding of the speciality and following an induction programme, to eventually be able to assist in all relevant procedures.
- Be involved in the development and updating policies, procedures and competencies to ensure compliance with agreed best practice.
- Adhere to the local and hospital wide policies and procedures.
- Maintain best practice standard of patient care at all times and an undertaking to keep up to date with advances in practice and acknowledge any limitations of competence, and/or limitations in relation to resources within the clinical environment.
- Ensure that accurate documentation and record keeping is maintained.

- Communicate effectively and efficiently in English language, written and spoken, as appropriate to job requirements.
- Ensure that regard is taken to the dignity, choices, self-esteem, confidentiality and well-being of patients and their relatives.
- Adherence to guidelines as set out by the Dental Council of Ireland.
- Participate and cooperate with legislative and regulatory requirements in relation to Health and Safety as outlined in the Safety, Health and Welfare Act 2005 and the Hospital Safety Statement.

\* The above Role Profile is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her/them from time to time and to contribute to the development of the post while in office. This Role Profile will be subject to review in the light of changing circumstances.

### **Academic/Professional Qualifications and/or relevant Experience**

#### **Required:**

- Registered to the Dental Council - Register of Dental Nurses, Ireland.
- Minimum of 2 years' prosthodontic, orthodontic, and/or maxillofacial experience.
- Management experience.

#### **Desirable:**

- Oro-maxillofacial trauma clinic experience.

### **Technical/Clinical Competencies**

Please note for each of the required technical/clinical competencies below, you will be required to provide examples of your current level of knowledge, skill, and/or experience for each of these under the **Application Questions** section of the application form.

Simply enter each of the below as a heading and provide your knowledge, skills, and/or experience in the corresponding numbered box under the **Application Questions** section of the application form.

#### **Required:**

1. Basic I.T. skills.

#### **Desirable:**

- Basic Life Support.

**SJH Behavioural Competencies** (These behavioural competencies will be assessed in detail at the *interview stage*. You are *not required to include written examples of behavioural competencies in the online application form*. However, during the interview, you will be required to *provide examples of when you previously demonstrated these competencies*.)

<b>Competency Required</b>	<b>Level Required</b>	<b>The following “descriptors” are a further clarification of the behaviours required.</b>
<b>Communication</b>	2	<ul style="list-style-type: none"> <li>Keeps people informed, sharing information in a timely and open manner.</li> <li>Documents important/relevant communications.</li> <li>Draws on a variety of communication methods to fit situation/circumstances.</li> </ul>
<b>Leadership potential</b>	1	<ul style="list-style-type: none"> <li>Leads by example-engenders trust and respect form others and works well in a team.</li> <li>Is energetic; has a positive “can-do” attitude.</li> <li>Demonstrates an ability to be flexible and change position if required.</li> </ul>
<b>Continuous Development – Personal &amp; Professional</b>	2	<ul style="list-style-type: none"> <li>Acts with integrity and deals with others fairly and consistently.</li> <li>Responds appropriately to unsafe and/or unprofessional practices.</li> <li>Looks to achieve personnel and professional fulfilment.</li> </ul>
<b>Quality &amp; Safety Service</b>	2	<ul style="list-style-type: none"> <li>Is a self-starter who shows initiative, assumes responsibility for results.</li> <li>Anticipates potential challenges/complications; is proactive rather than reactive.</li> <li>Demonstrates compassion and consideration for hospital patients, families and carers at all times.</li> </ul>
<b>Planning &amp; Organising</b>	2	<ul style="list-style-type: none"> <li>Priorities team workload and delegates tasks effectively.</li> <li>Ensures most effective allocation and use of resources.</li> <li>Manages and competing and changing priorities.</li> </ul>
<b>Competency Desirable</b>	<b>Level Required</b>	<b>Appropriate Descriptors</b>
N/A		

### **Proficiency in the English Language**

A level of proficiency in the English language, written and spoken, is a requirement of all roles within St. James's Hospital. You will be required to self-assess your proficiency level in the Standard Application Form. **In addition, your proficiency in spoken English will be assessed during the interview process appropriate to the role available.**

### **Particulars of Office**

1. The appointment to this post will be **permanent, full-time, and pensionable.**
2. Annual Leave allowance is **27 days per annum.**
3. The person appointed must not give less than **one month's notice**, in writing, of intention to resign.
4. Normal working hours will be **35 hours per week.**
5. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.
6. Incremental credit is normally granted on appointment, in respect of previous relevant experience in the Civil Service, local authorities, health service, public service bodies and other agreed relative experience.

### **General Conditions**

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years.
3. All accidents within the department must be reported immediately.
4. In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
5. St. James's Hospital is a Tobacco Free Campus. The use of Tobacco or Electronic Cigarettes is not permitted within the Hospital Buildings or on the grounds.

### **Confidentiality**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

### **Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Infection Control & Hygiene**

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

### **Recruitment Process**

- Approval to Hire (VAF process)
- Hiring Manager – Role Profile
- Advertising
- Application Process (Online Application Form)
- Shortlisting of Candidates will be based on information provided in the Online Application Form
- Interview Process
- All applicants who move to the 2<sup>nd</sup> stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Garda E Vetting and Occupational Health Screening (Questionnaire)
- All successful external candidates who take up appointment will be required to attend Mandatory Induction Programme

### **Application Procedure**

To apply for this position, please complete the relevant online application form in full by no later than **Sunday, 6<sup>th</sup> October 2024.**

A panel may be formed from which future vacancies will be filled

**St. James's Hospital is an Equal Opportunities Employer**