



## Recruitment pack

We are super excited that you're applying for the position of Qualified Dental Nurse at Hallows Dental Practice. We are looking for an enthusiastic person to join our homely practice and become part of our friendly team. A good dose of loveliness is definitely what we're after :)

We are a fully private 4-surgery practice situated in Hanham, Bristol and have a vacancy for a full or part-time qualified dental nurse 3-5 days a week. Hours of work will be 8:30am – 6pm, with 1 hour for lunch unpaid. We are offering a rate of pay of £16/hr, starting on £15.50 for the first six months, with 5.6 weeks paid leave including bank holidays (pro rata). GDC and indemnity costs are reimbursed by the practice on renewal.

For more information about us, please visit our website: [www.hallowsdental.com](http://www.hallowsdental.com). You can read some of our 300+ testimonials to see what we mean to our patients. But we're sure you'd love to know what *really* goes on here. I guess you're just going to have to apply for the job so you can meet us and have a quiet chat with our staff to find out the real deal :)

The full job description is attached below for formality, but you know what you're doing. We just want someone who does it all well, in an efficient and organised manner, and mucks in with everyone else.

We are looking for someone who enjoys nursing, takes pride in giving a high quality service and developing long-term patient relationships, who is gentle and looks after patients like they are family. They also need to be organised and efficient at planning the day's tasks in what is a very busy role in a calm practice. Good team working skills are essential, treating colleagues with respect and positively contributing to team spirit. A willingness to learn, develop and take responsibility is valued.

There will be plenty of opportunity to develop within the dental nursing role with all our nurses being very involved in every aspect of patient care, equipment testing and compliance, being well prepared for the appointments, organising admin tasks, taking care of their dentists and surgeries.

We would like to employ the successful applicant as soon as they are available.

To apply, please send your **CV** and a **cover letter** explaining why a role at our practice interests you. Please note that we will prioritise applications with a covering letter, as we place more importance on this than your CV. We encourage you to show some of your personality and expand on why you want to join our team. You can e-mail this to us at [application@hallowsdental.com](mailto:application@hallowsdental.com) or post it to Hallows Dental Practice, 15 Victoria Road, Hanham, Bristol BS15 3QJ.



Many thanks for your interest in our practice, and we look forward to receiving your application.

James & Kay Hallows

## **Our Vision**

- To be a practice that cares for patients as we would want our own families to be cared for.
- To give people a welcoming and positive dental experience, for them to know that we have their best interests at heart and feel empowered to care for their own health.
- For the whole team to be happy at work, enjoy their interaction with patients and each other, and feel appreciated and respected.

We will achieve this by:

- Supporting and helping our staff.
- Building trust with our patients by providing a consistently reliable service, helping them when they are in need and listening to their views.
- Caring for the person first, then focus on helping them achieve their dental health goals.
- Investing in talented staff, quality equipment and materials, and efficient systems.

## **Job description**

### Clinical

- Work closely with the dentist to provide assistance with all dental procedures, maintaining patient records, processing x-rays, disinfecting and sterilising instruments and equipment.
- Preparing for the day by checking patient notes for what treatment is planned, assemble all items needed, plan the day for when to best carry out decontamination tasks, leaving the surgery well set up and stocked for the following day.
- Adhere to all infection control policies and procedures, carrying out decontamination tasks, testing equipment and keeping logbooks of checks.
- Manage day-to-day aspects of the surgery such as stock control, completing a daily/weekly checklist, checking lab work, monitoring the appointment diary, waste removal, equipment maintenance and cleaning.
- Provide help and reassurance to patients, respecting their dignity.
- Work efficiently to help keep to appointment times, and keeping reception informed of any delays so the patient can be advised.
- Help the team ensure the practice is kept clean, clear and tidy.
- Accompanying the dentist on domiciliary visits and assisting the dentist on occasion with emergency care out-of-hours.
- Report any concerns, accidents, incidents and equipment failures to the practice manager.
- Maintain registration with the GDC, understand and work within GDC and CQC guidelines and standards.

- Be responsible for own development and fulfilling CPD requirements.
- Read and comply with all practice policies and participate in audits.
- Other duties as necessary for the efficient operation of the practice (including the duties and tasks of receptionist as required).

### Teamwork

- Work as part of a team, being flexible in supporting any dentist and in other areas as required, such as covering reception and administrative tasks.
- Liaise closely with reception to ensure smart diary management.
- Attend and participate in team meetings, training and performance reviews.
- Be vigilant and report any equipment defects, maintenance or safety issues to the practice manager. Co-operate with any investigations in order to prevent recurring incidents.
- Treat colleagues with dignity and respect.
- Be flexible with hours of work in the case of a dental or staffing emergency.

### Behaviour

- Committed to completing any tasks required to support patient care and the practice.
- Takes responsibility for own actions and is proactive in delivering a high quality service.
- Continually looking to improve service quality and patient satisfaction.
- Being positive and demonstrating a can do attitude.
- Able to communicate effectively and clearly.
- Demonstrates a considerate and caring approach towards colleagues and patients.
- Behaves in a manner that positively contributes to team spirit.
- Able and willing to manage change effectively.
- Comfortable with switching between tasks at short notice if required.
- Maintains professional appearance.

### Person specification

- Good interpersonal and customer service skills.
- Good verbal and written communication skills.
- Demonstrates flexibility and a proactive approach.
- Able to build strong relationships with the practice team.
- Able to use IT and operate a computer-based system.
- Good organisation and time-keeping.
- Friendly and approachable manner.
- Registered with the GDC.
- Has professional indemnity cover.
- Clear Enhanced DBS check.