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**Dental Nurse**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Dental Nurse** Altra Fiaclóireachta  *(Grade Code: 6437)* |
| **Remuneration** | The Salary Scale for this post is (at 01/03/2025):  €31,176 - €32,750 - €33,602 - €34,819 - €35,833- €36,841 - €38,279 - €39,274 - €40,153 - €41,086 - €42,701 - €43,307 - €44,453 - €45,890 - €48,065 - €50,638 - **€53,880 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | SLIGO 0537 |
| **Closing Date** | 12 Noon Wednesday 23rd April 2025  **Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**  **\*\*\*CV's not accepted for this campaign\*\*\***  https://www.rezoomo.com/job/78062/ |
| **Taking up Appointment** | A start date will be agreed at job offer stage. |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. |
| **Location of Post** | Sligo University Hospital, Saolta University hospital Group  [Ollscoile Shligigh](https://www.tearma.ie/q/Ospid%C3%A9al%20Ollscoile%20Shligigh/ga/)  There is currently full time, specified purpose vacancy available in Dental Department.  A panel may be formed as a result of this campaign for the Dental Department from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role  **Name**:Linda Gillespie,  **Title**: Senior Dental Nurse, HSE Orthodontic Service, Sligo University Hospital  **Phone:** 087 933 6807  **Email:** [linda.gillespie@hse.ie](mailto:linda.gillespie@hse.ie) |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The region’s Academic Partner is NUI Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care - Compassion - Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The person appointed shall report to Linda Gillespie senior nurse/manager & Gerard Rahilly Consultant Orthoodontist. |
| **Key Working Relationships** | The successful candidate will assist the Consultant Orthodontist, Specialist Orthodontists & the Hygienist in their clinics on a rosta basis they will along with their dental nurse colleagues be assigned to decontamination duties in our LDU & they will engage where necessary with the Clerical officers re appointments lab work etc. |
| **Purpose of the Post** | The successful candidate should have the necessary qualification & knowledge of implementing their skills & professionalism to practice to ensure the efficient, safe running of our Orthodontic service to the highest standards |
| **Principal Duties and Responsibilities** | **Professional/Clinical**   * To support the work of the dental surgeons/ hygienists at chairside by preparation and layout of instruments for all /dental procedures. * To manage appointments for the clinic and record/chart notes as directed by the dental surgeons/ hygienists. * To assist the Clinical Specialist in the taking of X-rays. * Deal with queries and give information to members of the public * To provide a welcoming point of first contact for members of the public, particularly when greeting parents and children in the waiting room and deal with any queries. * Provide appropriate and timely education and information to the patient/their family * To take part in ongoing appropriate training programmes at the direction of the dental service. * Maintain a high standard of professional behaviour and be accountable for their practice. * Respect and maintain the privacy, dignity and confidentiality of the patient. * Observe, report and take appropriate action on any matter which may be detrimental to patient care or well being * Report and consult with senior clinical staff on clinical issues as appropriate. * Accurately record and report all complaints to appropriate personnel according to local service policy * Be flexible in relation to working as required to meet dental nursing resource needs and the requirements of the service. * Ensure that the dental surgery is maintained in good order using appropriatestandards, that supplies are adequate and that all equipment is clean and in good working order and ready for immediate use. * Ensure that equipment is safe to use and report any malfunctions in a timely manner. * Assist with ordering of supplies as required following Procurement guidelines and ensure the appropriate and efficient use of supplies, exercising economy in the use of consumables * To be aware of their responsibilities to their own and others health and safety at work. * Participate in the development, promotion and implementation of infection prevention and control guidelines. * Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation. * Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice. * Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant Data Protection legislation. * Contribute to ongoing monitoring, audit and evaluation of the service as appropriate and required. * To be an active participant in staff meetings and all aspects of service delivery. * To assist at general anaesthetic theatres if required. * To assist at domiciliary visits if required. * Be aware of, and comply with, the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work. * Adhere to organisational dress code. * Complete all mandatory training as deemed necessary by the line manager. * Participate in performance evaluation / review with their line manager, identifying areas for improvement and appropriate plans / measures to achieve them. * Work closely with colleagues across services in order to provide a seamless service delivery to the client. * Undertake other duties as required by the Principal Dental Surgeon/Senior Dental Surgeon/ Senior Dental Nurse. In the orthodontic service the duties will be assigned by a Specialist/Consultant Orthodontist in the surgery and the Unit Manager/Senior Dental Nurse. * The Dental Nurse will support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.   **Health & Safety**   * Be familiar with and adhere to the relevant statutes, the guidelines of their professional bodies with the HSE Areas Policies, Procedures and Guidelines in relation to the management of Quality & Safety Risks * Familiarise themselves with and adhere to the contents of the Quality & Safety Risk Management Policy and the Area Safety Statements, the relevant Site Specific Safety Statement, Departmental Safety Statement and relevant Guidelines/Procedures and other relevant instructions /information. * Adhere to the duties, responsibilities and guidelines outlined in these policies * Participate in the formulation, implementation and evaluation of the impact of Site Specific Safety Statements, and comply with the guidelines developed to protect the safety, health and welfare of staff, patients and visitors. * To cooperate with his / her employer to such an extent as will enable his / her employer to comply with statutory provisions. * To use protective clothing or safety devices provided for protection. * Where possible, eliminate hazards identified, or reduce the associated risks to acceptable levels. * Where it is not possible for employees to eliminate hazards or to reduce the associated risks to acceptable levels, inform those at risk of the hazard, implement interim risk control measures where possible – and report the hazard to their line manager immediately. * Report incidents as outlined in the Incident Reporting Policy and Guidelines, and co-operate with incident investigations. * Attend, fully participant in, and implement the lessons learnt in any Quality & Safety Risk Management Training required for the implementation of this Policy * Behave in such a manner so as to protect themselves, colleagues, patients or visitors from risk. * Participate fully in the management of Quality & Safety Risks in their workplaces * Set a good personal example by actively promoting good Quality & Safety Risk Management practices.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Specification 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 from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   1. Possess a Diploma in Dental Nursing from the University of Dublin/Dublin Dental University Hospital, or the University Dental School & Hospital Cork or NUI, Cork.   **Or**   1. Possess the Higher Certificate in Science in Dental Nursing from Athlone Institute of Technology or Letterkenny Institute of Technology.   **Or**   1. Holds a qualification in Dental Nursing awarded by National Examining Board of Dental Nursing (NEBDN) in the United Kingdom.   **Or**   1. Be registered as a Dental Nurse with the Dental Council of Ireland or be entitled to be so registered.     **Or**   1. Hold a qualification in dental nursing which in the opinion of the Dental Council of Ireland is equivalent to (i), (ii) or (iii) above.   **And**  Candidates must have the clinical and administrative capacity to properly discharge the functions of the role.  **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.  **Character**   * Each candidate for and any person holding the office must be of good character. |
| **Skills, competencies and/or knowledge** | **Knowledge / Experience Relevant to the Role**   * Demonstrate competence and professionalism in order to carry out the duties and responsibilities of the role. * Demonstrate a good understanding and / or experience of dental services. * Demonstrate a commitment to continuing professional development. * Demonstrate knowledge of infection prevention and control standards. * Demonstrate good communication and interpersonal skills, particularly in relation to placing patients at ease.   **Planning & Organising Skills**   * Demonstrate the ability to plan and organise effectively. * Demonstrate initiative and innovation in the delivery of service * *Demonstrates evidence of clinical knowledge and evidence based practice when organising and managing*   **Building and maintaining Relationships**   * Demonstrate ability to build and maintain relationships including the ability to work as part of a team.   **Commitment to providing a Quality Service**   * Demonstrate awareness and an appreciation of the service user. * Demonstrate a commitment to providing a quality service. * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * evidence of effective planning and organising skills including awareness of resource management and importance of value for money * Demostrate ability to manage deadlines and effectively handle multiple tasks.   **Problem Solving & Decision Making Skills**   * Demonstrate effective problem solving and decision making skills. * Demonstrate an awareness of legislation and standards relevant to the role   **Communication & Interpersonal Skills**   * Demonstrate good communication and interpersonnel skills. * Demonstrate evidence of computer skills as relevant to the role. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in clinical practice, administration, organising and management of dental services as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role as post may involve travel between clinics. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |

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| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |



**Dental Nurse**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **Specified Purpose** and **full time.**  The post is pensionable. A panel may be created from which permanent or specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. 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 (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)