



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE DENTAL NURSE	2. DIVISION COUNTY HEALTH ADMINISTRATION: <div><input type="checkbox"/> ST. ANDREW/ST.DAVID</div> <div><input type="checkbox"/> NARIVA/MAYARO</div>	3. DEPARTMENT DENTAL
4. ORGANIZATIONAL RELATIONSHIP The Dental Nurse will report to the Dentist	5. NATURE & SCOPE The Dental Nurse is required to examine children's teeth (under the age of 12). Identifies and charts characteristics of dental lesions, diseases and anomalies and relating them to developing oral and pathological conditions to determine, develop and execute treatment plans on patients which may include oral hygiene instructions and demonstrations using dental materials, instruments and equipment. Applies medications to teeth, and prepares oral health education materials.	
6. SPECIFIC ACCOUNTABILITIES The Dental Nurse: <div><input type="checkbox"/> Obtains medical and dental history from parents and guardians of children.</div> <div><input type="checkbox"/> Examines and charts dental conditions.</div> <div><input type="checkbox"/> Files and retrieves client records.</div> <div><input type="checkbox"/> Reviews medical history with parent/guardian.</div> <div><input type="checkbox"/> Determines treatment plan and schedules appointment as required.</div> <div><input type="checkbox"/> Recognizes dental condition requiring special care and makes referral to dentist.</div> <div><input type="checkbox"/> Gives oral injections (anesthetic) via infiltration or nerve block as required for filling/extraction.</div> <div><input type="checkbox"/> Prepares teeth to be filled (deciduous and permanent teeth).</div> <div><input type="checkbox"/> Identifies materials best suited to meet need and type of filling required.</div> <div><input type="checkbox"/> Performs oral prophylaxis and applies topical fluorides to teeth to prevent dental decay.</div> <div><input type="checkbox"/> Extracts deciduous teeth under local anesthetic.</div> <div><input type="checkbox"/> Gives post-operative instructions (fillings, florid applications extractions).</div> <div><input type="checkbox"/> Demonstrates brushing of teeth and flossing techniques in clinic and schools.</div> <div><input type="checkbox"/> Prepares monthly/annual reports.</div> <div><input type="checkbox"/> Keeps patient register and writes up dental treatments administered to patients.</div> <div><input type="checkbox"/> Performs trouble-shooting of dental equipment (hand pieces, chairs).</div> <div><input type="checkbox"/> Prepares oral health education material for use in clinic and schools.</div> <div><input type="checkbox"/> Travels to pre/primary schools to conduct oral health education lectures.</div> <div><input type="checkbox"/> Consults with principals of primary and pre-schools for oral health education lectures, promotional programme, Dental Outreach Programme and set up appointments to screen children.</div> <div><input type="checkbox"/> Checks stock level of dental material and prepare requisition for materials as needed.</div> <div><input type="checkbox"/> Plan and execute Oral Health Promotion Activities/Programmes locally, ministerial and with corporate sponsors nationally.</div> <div><input type="checkbox"/> Sterilizes dental instruments and equipments.</div> <div><input type="checkbox"/> Renders cardiopulmonary resuscitation (CPR) and First Aid when necessary.</div> <div><input type="checkbox"/> Performs related work as may be required by the appropriate Authority.</div>		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <div><input type="checkbox"/> Knowledge of Dental Nursing theory and practice.</div> <div><input type="checkbox"/> Knowledge of the Dental Laws and Ethics of Trinidad and Tobago.</div> <div><input type="checkbox"/> Knowledge of First Aid and cardiopulmonary resuscitation (CPR).</div>		

<ul style="list-style-type: none">❑ Knowledge of dental materials and techniques.❑ Skilled in the use and care of dental instruments and equipment.❑ Excellent communication skills, both oral and written.❑ Ability to design and create Health education materials.❑ Ability to prepare prophylactic and restorative materials❑ Ability to use Microsoft Office Suite
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none">❑ Bachelors of Science Degree in Dental Hygiene/Dental Therapy from an accredited institution❑ Registered with the Dental Council of Trinidad and Tobago.❑ Any equivalent combination of training and experience.
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none">❑ Dental Assistant❑ Clerk I❑ On-the-Job Trainee
10. COMMUNICATION AND WORKING RELATIONSHIPS <p><i>Internal:</i></p> <ul style="list-style-type: none">❑ Primary Health Care Services Administrative Officer❑ Primary Care Physician II❑ District Health Visitor❑ Dentist❑ Dental Nurse❑ Transport Assistant❑ Stores Clerk❑ Clerk <p><i>External:</i></p> <ul style="list-style-type: none">❑ Patients❑ Principals of Schools❑ Dental supply companies❑ Contractors