# *[Adapt this job description to suit the requirements of a specific post in your practice]*

# Job Description: Dental Nurse with LDU Responsibilities

* Keep the clinical areas and all equipment and instruments clean, tidy and sterile as appropriate according to the practice’s health and safety and infection control procedures and manufacturers' instructions
* Use all equipment and machinery in accordance with manufacturers' recommendations and ensure that they are maintained regularly and in good working order
* Provide chairside assistance, ensuring that the correct equipment is available
* Always ensure the care and welfare of patients in a friendly, helpful and courteous manner
* Accurately complete patient clinical records as directed
* Observe patient confidentiality at all times
* Handle all substances in accordance with Health and Safety policies
* Be familiar and comply with all Health and Safety rules and guidance, including PPE, COSHH, Mercury handling, infection control, waste disposal etc
* Develop and file radiographs and change radiographic solutions as directed
* Complete laboratory request forms, keep records of work sent, received and fitted
* Ensure adequate stocks of materials and other items within the surgery
* Order new stock supplies as necessary
* Ensure computer/written records are accurately maintained and securely stored
* Liaise with reception to ensure smooth patient communications and transfer of records
* Attend and participate in practice meetings
* Other duties as necessary for the efficient operation of the practice (perhaps including the duties and tasks of receptionist as required)
* Undergo training as may be required to develop your skills and abilities
* Attend refresher and update training for medical emergencies and CPR decontamination and radiology
* Act in accordance with the practice rules and code of conduct
* \*Work at other practice locations from time to time as required

# LDU responsibilities

Assume the role of LDU operator with the following responsibilities:

* operating a sterilizer or WD;
* noting instrument readings;
* replenishing consumables such as detergent;
* simple housekeeping duties;

carried out according to the Practice’s policies and procedures

# or if designated by management

Assume the role of LDU user with the following duties:

* management of the sterilizers and washer-disinfector (WD);
* appointing operators and ensuring that the sterilizer/WD is certified fit for use;
* ensure equipment is subject to periodic testing and maintenance;
* ensure equipment is operated by adequately trained staff;
* ensure the correct documentation is available, including the names of all other key personnel and up-to-date processing records.

Last updated \_\_\_\_\_\_\_\_ Date of next review \_\_\_\_\_\_\_\_\_\_

**Version history**

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| **Date** | **Version No.** | **Summary of change(s)** | **Updated by** | **Next review date** |
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