



Trainee dental nurse induction programme

Responsibility for the delivery of the plan lies with Karen Suarez Practice Manager and Rebecca Barbour (Head Nurse)

Day 1

Please arrive at the practice by 7.30 on *Insert date* and ask for Karen Suarez. You should bring with you the following information for Karen Suarez to check:

- your P60 from your last employment or ask you to fill out a Starter Check List
- your passport or evidence of right to work in UK for inspection
- evidence of immunisation against tuberculosis and hepatitis B – these are essential if your responsibilities include clinical support or other duties that bring you into contact with blood or saliva. Immunisation will be arranged by the practice if necessary
- confirmation of your collage enrolment

Karen Suarez will also check that

- will apply for the necessary disclosure checks
- the contract of employment has been signed and returned and that you are given a copy

Karen Suarez will tell you about:

- Time-keeping
- Use of the staff room
- Location of the toilets
- Changing and clothes storage facilities
- Arrangements for lunch
- Locations of local shops.
- Fire safety procedures and assembly point
- Medical emergency location and procedures

You will be given copies of the following practice policies:

- Infection control
- Confidentiality/data security
- Safeguarding
- Health and safety policy statement
- Sustainability Policy as a practice we are committed to sustainability**
- Whistleblowing policy



Please read them and raise any questions with Karen Suarez.

Karen Suarez will look after you for your first week and will introduce you to the rest of the team and Ben Lauffer, Sophie Goodman and Nick Weir, the dentists you will be working with.

Karen Suarez will describe the following:

- Training and operation of the surgery equipment including amalgamator and autoclave
- Practice leads and duties will be explained
- Infection control routine for the practice and how it is implemented in the surgery
- Validation checks on autoclave
- Preparation of the surgery for treatment
- Record keeping
- Medical history recording
- Location of instruments, equipment and materials
- Processing radiograph
- DUWL procedures and legionella explanation
- COSHH procedures esp. use of amalgam
- Spillage protocols
- Use of Amalgamator
- Display screen equipment protocols
- Patient management
- Healthcare waste procedures
- Hand Hygiene demonstrated
- What to do in the event of a sharps injury
- How to report accidents and incidents
- PPE donning and Doffing
- Patient and Employee protective clothing, gloves, eyewear and masks storage, use and disposal shown (allergies checked)

You will need to complete:

- Safeguarding Induction
- Wellness Action Plan
- Recruitment monitoring form
- Starter Checklist

Day 2

You will spend the day working in T2 with another dental nurse undertaking the chairside role. At lunchtime or in-between patients there will be an opportunity to ask questions. In the afternoon you will take the chairside role with supervision.



Day 3 to day 5

You will continue working in T2 with a period being set aside at the end of every clinical session for a training/question session. By the end of the week you should be able to:

- Shadow and assist with clinical procedures as required by the dentist
- Where assistance with unfamiliar procedures is required, suitable training will be given/arranged
- Understand and undertake all the required duties to control infection
- Process radiographs
- Set up T2 and clear up between patients and at the end of the day
- Deal with clinical waste in the required manner
- Manual handling protocols
- List materials that need ordering as instructed by
- Process and disinfect laboratory work as instructed by dentist

You will also receive information from Karen Suarez on:

- Requesting annual leave
- Sickness procedures
- Appraisal system
- Training plans
- Holiday entitlements
- The practice pension scheme.

Week 2 to week 4

During this period, you will have training sessions with Karen Suarez who will ensure that you are fully conversant with the following information and practice systems:

- Private dental care at the practice
- Relevant NHS regulations
- Role of the relevant NHS bodies,
- Services offered to patients
- Referrals for specialist treatment or second opinions
- Basic reception procedures, including telephone greeting, appointment scheduling and flow of patients through the practice
- Professional standards and performance
- Practice complaints policy and initial handling of complaints
- Child protection and Safeguarding procedures
- Patients' right of access to their health records/radiographs
- Handling difficult/aggressive patients
- Accident/incident reporting and recording
- Emergency procedures for the practice
- Security procedures



Charles Landau Dentistry

Questions

Questions about the practice can be directed to any member of the practice team. Queries about practice rules can be answered by the Practice Manager.

Nurses Study clubs will be every fortnight at lunch times and training nurses will suggest topics covered.

At the end of the four-week induction period, we will undertake a formal review when any additional training needs will be identified and suitable training organised.

Signed by Inductee _____ Date _____

Signed by Practice manager/owner _____ Date _____