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| <b>Job Title &amp; Grade</b>      | Dental Nurse                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Campaign Reference #</b>       | 101680                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Closing Date</b>               | Sunday 16 <sup>th</sup> August 2026 at 11:45pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Duration of Post</b>           | Permanent Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Advertisement Type</b>         | External                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Specific T&amp;C's of post</b> | <p>35 hour week - Shift work required</p> <p>24 – 27 Days Annual Leave</p> <p>Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1<sup>st</sup> June 2026: Grade, Code 6437, starting at Point 1 €32,308 and rising annually in increments: €55,513 LSIS.</p>                                                                                                                                                                                                                                                               |
| <b>Location of post</b>           | This role will be based at CHI between CHI at Crumlin and CHI at Temple Street until the opening of the new hospital.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Reporting Arrangements</b>     | <p>This post will report to the</p> <ul style="list-style-type: none"> <li>• Senior Dental Nurse</li> <li>• Assistant Director of Nursing for CDA</li> <li>• Consultant Paediatric Dentists</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Key Working Relationships</b>  | <p>The post holder will work closely with:</p> <ul style="list-style-type: none"> <li>• Senior Dental Nurse</li> <li>• Departmental administrative staff</li> <li>• Consultant Paediatric Dentists</li> <li>• NCHDs in Paediatric Dentistry</li> <li>• Theatre staff</li> <li>• Infection control staff</li> <li>• HSSD staff</li> <li>• Materials management</li> </ul> <p><i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning &amp; transitioning to steady state.</i></p> |

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| <b>Purpose of the Role</b>                   | <p>The purpose of this post is to:</p> <p>In collaboration with the Senior Dental Nurse and Consultant Paediatric Dental staff, be responsible for the provision of safe and effective care of children who have dental care provided in the hospital.</p> <p>Act as the first point of contact with the department for newly referred patients, and for existing patients with ongoing care needs. In collaboration with other Departments including those involved in administration, arrange appropriate scheduling of children referred from outside and within the hospital for dental consultation appointments and dental treatment. This includes face-to-face and telephone interactions.</p> <p>Act in the interests of the patient and the hospital to coordinate appointments for complex cases. This will include screening phone calls and returning these calls to provide a streamlined service for the patient, and liaising closely with the medical and surgical teams to enable the dental service to provide holistic, patient and family-centred care for these children. This includes face-to-face, telephone, and email interactions.</p> <p>Maintain links with the Department of Infection Control and implement appropriate protocols to facilitate safe and efficient throughput of patients in the outpatient and inpatient dental care settings.</p> <p>Maintain links with materials management and ensure availability of necessary clinical stock for the smooth running of the department</p> <p>In collaboration with the dental team and with other Departments, manage the admission and arrangement of theatre slots, both elective and emergency, for children who require dental treatment under general anaesthesia.</p> |
| <b>Principal Duties and Responsibilities</b> | <p><b>Professional Duties and Responsibilities:</b></p> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>• With the guidance of the Senior Dental Nurse and Consultant Paediatric Dental Surgeons participate in the smooth running, daily organisation and management of the department.</li> <li>• Play a central role in maintaining a safe environment for patients, staff and visitors.</li> <li>• Play a key role in maintaining up-to-date infection control and decontamination standards as they relate to dental treatment in the hospital.</li> <li>• Maintain dental clinic environment, equipment and stock to the highest standards</li> <li>• Take full responsibility for the patients placed in your care.</li> <li>• Assist with audits within the department</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

- Articulate clearly and confidently on any concerns you have for the patients or the environment.
- Be pro-active in seeking out opportunities to improve your management skills.
- Develop your leadership skills using a role model.
- Act as an innovator and with support from the divisional nurse manager bring new ideas to the department.
- Assist the Senior Dental Nurse and Consultant Paediatric Dental Surgeons in initiating change.
- Participate in resource management i.e., annual leave/sickness/absence.
- Participate in and critically analyse skill mix and engage in duty rosters.
- Participate in recruitment through informal visits, representing the hospital externally; to portray a positive image.
- Take charge of the department when requested.

#### **Clinical Component:**

- Promote family centred care, maintaining a safe, friendly and welcoming environment for children, families, visitors and staff.
- Make a significant contribution to multi-disciplinary events e.g., ward rounds, meetings etc.
- Liaise with members of multidisciplinary teams and facilitate good communication.
- Foster a clinical learning environment
- Ensure safe and effective care of children and their carers.
- Be knowledgeable in the broader aspects of paediatric nursing.
- Challenge nursing practices in a way that promotes and advances nursing.
- Ensure that risk management has a high profile and that incidents are adequately investigated.
- Provide a high level of professional and clinical leadership.
- Manage patient care to ensure the highest professional standards using evidence based, care planning approach.

#### **Communication**

- Provide effective communication links within the ward/department and multi-disciplinary teams.
- Communicate effectively and appropriately with other staff, patients and visitors

#### **Professional:**

- To present and act at all times in a professional manner and ensure that all staff do likewise.
- To be aware of the hospital's disciplinary and grievance procedure and act appropriately.
- To be accountable for one's own action in accordance with the "Ethics & Conduct for Dental Nurses" Code of Practice of the Dental Council.

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|                                                            | <p>Ensure confidentiality on all matters and information obtained during the course of employment.</p> <p><i>The above 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.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Eligibility criteria, qualifications and experience</b> | <p><b>Essential Criteria:</b></p> <p><b>Candidates must at the latest date of application:</b></p> <p>Possess a Diploma in Dental Nursing from The University of Dublin, Dublin Dental Hospital, or the University Dental School and Hospital Cork, or University College Cork</p> <p><b>OR</b></p> <p>Possess the Higher Certificate in Science in Dental Nursing from Athlone Institute of Technology or Letterkenny Institute of Technology</p> <p><b>OR</b></p> <p>Possess the National Certificate for Dental Nursing awarded by the National examining Board of Dental Nursing (NEBDN)</p> <p><b>OR</b></p> <p>Be registered as a Dental Nurse with the Dental Council</p> <p><b>OR</b></p> <p>Possess a qualification equivalent to the above</p> <p><b>AND</b></p> <p><b>The candidate must have:</b></p> <ul style="list-style-type: none"> <li>• Excellent and proven verbal and written communication and report writing skills.</li> <li>• Demonstrate an ability to prioritise tasks and responsibilities in the quality service areas to meet hospital objectives.</li> <li>• Willing to embrace change</li> <li>• Team Player</li> </ul> <p><b><u>Desirable Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• Qualification and experience in Dental Radiography</li> </ul> |

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| <p><b>Competition Specific Selection Process</b></p> <p><b>How to Apply &amp; Informal Enquiries</b></p>                                                                                                               | <p>Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met.</p> <p>The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.</p> <p><b>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.</b></p> <p>The closing date for submissions of CV's and cover letter is <b>Sunday 16<sup>th</sup> August 2026 at 5pm</b>. Applications must be completed through the advertised post on <b>CHI.jobs</b> by clicking 'Apply for Job'.</p> <p><b>Applications will not be accepted through direct email or any other method.</b></p> <p>For informal enquiries for this specialty/department, please contact Helen Flynn at <a href="mailto:helen.flynn@childrenshealthireland.ie">helen.flynn@childrenshealthireland.ie</a></p> <p>For other queries relating to this recruitment process, please contact Talent Acquisition Specialist, Olivia Adams at <a href="mailto:Olivia.adams@childrenshealthireland.ie">Olivia.adams@childrenshealthireland.ie</a></p> <p><b>PLEASE NOTE:</b></p> <p>CHI has transitioned to a process of a one commencement day per month for all new employees, CHI internal transfers and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the launch of our new corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey.</p> <p><b>It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date.</b></p> <p>Below, you'll find the list of <b>commencement dates for 2026</b> for your information.</p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup> October</li> <li>• 2<sup>nd</sup> November</li> <li>• 7<sup>th</sup> December</li> </ul> |
| <p>Information on "Non-European Economic Area Applicants" is available from <a href="https://dbei.gov.ie/en/">https://dbei.gov.ie/en/</a></p>                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.</p> <p>Children's Health Ireland is an equal opportunities employer.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |