



Dental Recruiting.  
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## Role: Dental Nurse

Location: Luton area  
Salary Expectations: £32,000 per annum  
Notice Period: Available quickly

### GDC Registered Dental Nurse

#### *Areas of Expertise*

*Dental Nurse | Oral Health Advise | Administrative Assistant | HealthCare Professional | Patient Recalls | Managing Patient Referrals | Client Relations | Appointment Booking for Patients | Processing payments | Presentations | Strategic Planning | Recruitment | Rota Planning | Chairside Assistance*

Top-performing Dental Nurse and Health Care Professional with a wealth of experience over the years; both theoretical and practical. A well-established Administrative and communication expert with proven ability to deliver first class dental hygiene and drive customer satisfaction. As a driving force behind great customer experience, I always pitch services appropriately to new clients and maintain a good working relationship with them. I am excellent in working with others to achieve a certain objective on time with excellence, calm, very reliable and self-motivated. I enjoy the constant challenge and always count on my personal skills to enable me deliver. I am a health care professional bent on delivering first class healthcare to patients and ensure their well-being is priority.

### EXPERIENCE & ACCOMPLISHMENTS

#### **Bourne Hall Dental Practice**

**July 2017 - Present**

**Ewell East, Surrey**

#### **Dental Nurse & Receptionist (Admin)**

**Job Purpose: Encouraging and Motivating patients on oral health & Dealing with daily enquiries from internal and external customers and updating systems appropriately.**

- Assisting dentists in carrying out dental procedures in surgery
- Preparing patients for treatments
- Sterilization and decontamination procedures
- Ensuring delivery of high-quality care in accordance with the GDC
- Maintaining Patients confidentiality



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- Handling Payments and advertisements
- Managing referrals
- General Knowledge on software of excellence (SOE)
- Giving posts operative advice to patients after procedures
- Assisting and recording blood pressure for patients during sedation
- Maintaining customer details and filing systems (both manual and computerised)
- Giving out oral health advise
- Answer telephone calls and managing several different customer accounts
- Managing Patients Recalls and bookings
- Handling customer queries via phone and email.

**Epson & St Helier Hospital,  
Surrey  
July 2016 – June 2017**

#### **Healthcare Assistant**

##### **Job Purpose: Providing Healthcare services to Patients on admission**

- Taking Blood Samples to lab for Patient Investigation.
- Checking Patient Blood pressure and blood glucose levels.
- Using cardiogram to check patients heart pulse on admission
- Preparing patients for theatre
- Supporting and encouraging patients health developments
- Working with in patients and out patients appointments.
- Recording Patients database and records in a care plan to enhance patients safety and accurate care

**Grasmere Rest Home, Sutton  
May 2014- May 2016  
Administrative Assistant**

**Job purpose:** To manage Patient Records and Input data and to ensure efficient analysis, storage and documentation of records.

- Assessing Patients for risk of falls before admissions
- Manage Rota for Healthcare Professionals
- Arranging Meetings for senior Managements.
- Organising Training sessions periodically for staff and healthcare professionals



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- Liaise with contractors and new business units to seek new ways to improve data systems.
- Prepare data for migrations related to client projects.
- Assist with data input and output, as well as ongoing reports
- Review and authorise any system changes that may affect data maintenance, analysis, reports or storage.

**Absolute Care Services, Surrey**  
**Jun 2013– April 2014**

### **Healthcare & Administrative Assistant**

- Assisting bedridden and Vulnerable patients.
- Administering Medications Using blister packs.
- Hoisting Patients with Hoists and Sara Steady
- Washing, and Feeding Patients per in house care standards.
- Encouraging and Motivating patients and making sure they are in a stabilized condition
- Recording Patients Data and making sure data is accurate on file

### **EDUCATION & TRAINING**

***Diploma in Dental Nursing – HARRIET ELLIS TRAINING INST (July 2017 – March 2020)***

***Access to HE Science - DMM CROYDON COLLEGE (Sep 2015 – June 2016)***

***A levels -Science -ABB – CROYDON COLLEGE (Sept 2013 to June 2015)***



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