**Examples of transferrable skills/personal qualities that can be useful to a**

**Trainee Dental Nurse even if you do not have experience working as a dental nurse**

*Please pick some and add to the skills you already have on your CV – do not add all of the below to your CV in the exact same order*

Well organised

With great attention to detail

Tidy

Punctual, reliable

Self-motivated

Able to plan and prioritise work

Willing to learn (e.g. new skills, new software, terminology)

Ambitious

Able to build friendly rapport with people

Customer service skills

Complaint handling skills

Receptionist/admin skills (e.g. answering phone calls, responding to emails, handling bookings)

Comfortable working in a team as well as independently/unsupervised

Management skills (e.g. managing time/ resources/people)

**Examples of work experience and skills you might want to add to your CV if you have some experience working as a Dental Nurse/ Trainee Dental Nurse**

Setting up and preparing surgery for treatments

Providing chairside assistance to the dentist

Working with XXX software

Recording and storing patient data in accordance with the GDPR and Data Confidentiality

Sterilisation of instruments and surfaces to prevent x-infection

Stock control

Placing stock orders for dental materials and PPE

Working efficiently in a very busy dental practice (Private/ NHS/ Mixed)

Ensuring that correct equipment and stock of materials available

Ensuring that clinical area and equipment were disinfected and stored according to the infection control procedures- CQC, HTM 01-05

Completing daily, weekly paperwork

Liaising with dental laboratories

Maintenance of equipment

Assisting the patients before, during and after the treatment – providing comprehensive patient care

Complying with health and safety policies

Training dental nurses