**SARAH**

**SARAH.366252@2freemail.com**

**PERSONAL SUMMARY**

A fully trained, qualified and experienced dental nurse with a professional but sympathetic approach when providing dental care to patients. Having over 8 years experience in Saudi Arabia dental nursing experience working in busy clinics preventing  and treating various oral-related conditions. Well presented, enthusiastic and punctual, currently looking for a suitable position in a dental practice.

**CAREER HISTORY**

DENTAL NURSE
August 2008- present
Responsible for providing a high standard of service to patients by dealing safely and promptly with their requirements.

* Assisting dentists and other dental care professionals in the practice.
* Careful sterilizing of dental instruments to ensure sterile conditions.
* Ensuring that the dental surgery health and safety policy is adhered to.
* Managing the clinic specialist dentist diary.
* Taking notes from dentists dictation for a patients records.
* Explaining to patients what their treatment entails.
* Working at the reception of the clinic, welcoming patients, booking them in then directing them to the waiting room.
* Making appointments and taking payments.
* Supervising trainee dental nurses.
* Administrative duties like maintaining a patients' dental record.
* Taking X-rays of patients and then using these to diagnose a patients' dental conditions.
* Making models of patients' teeth.
* Assisting dental care professionals with procedures such as filling cavities or performing root canals.
* Preparing the surgery for dental treatment.
* Using dental software package to input future appointments.

**PROFESSIONAL EXPERIENCE**

Nursing & personal

* Having excellent communication skills to reassure patients and create a friendly atmosphere in the dental clinic.
* Experience of dealing with NHS patients as well as private patients.
* Fully up to date and aware of the latest new technology and tools for dentistry.
* Able to educate patients on preventative and oral health care.
* Ability to correctly prioritize a patients condition and if necessary provide appropriate pain relief.
* Excellent decision making, communication and interpersonal skills

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**KEY SKILLS AND COMPETENCIES**

**Professional**

* Knowledge of specialist dental software.
* Highly organised and able to pre-plan.
* Fully conversant with all emergency & evacuation procedures.
* Experience of working on mobile dental units.
* Possesses a long list of dental qualifications.
* Able to communicate effectively with patients and colleagues.

**Personal**

* Maintaining high standards of personal accountability.

**AREAS OF EXPERTISE**

* Applying fluoride varnish
* Taking impressions
* Patient management
* Booking appointments

**ACADEMIC QUALIFICATIONS**

Our Lady of Fatima University- Bachelor of Science in Nursing 2002-2007

Saudi commission for health specialties- Registered Nurse

DHA on process

**REFERENCES** - available on request.