

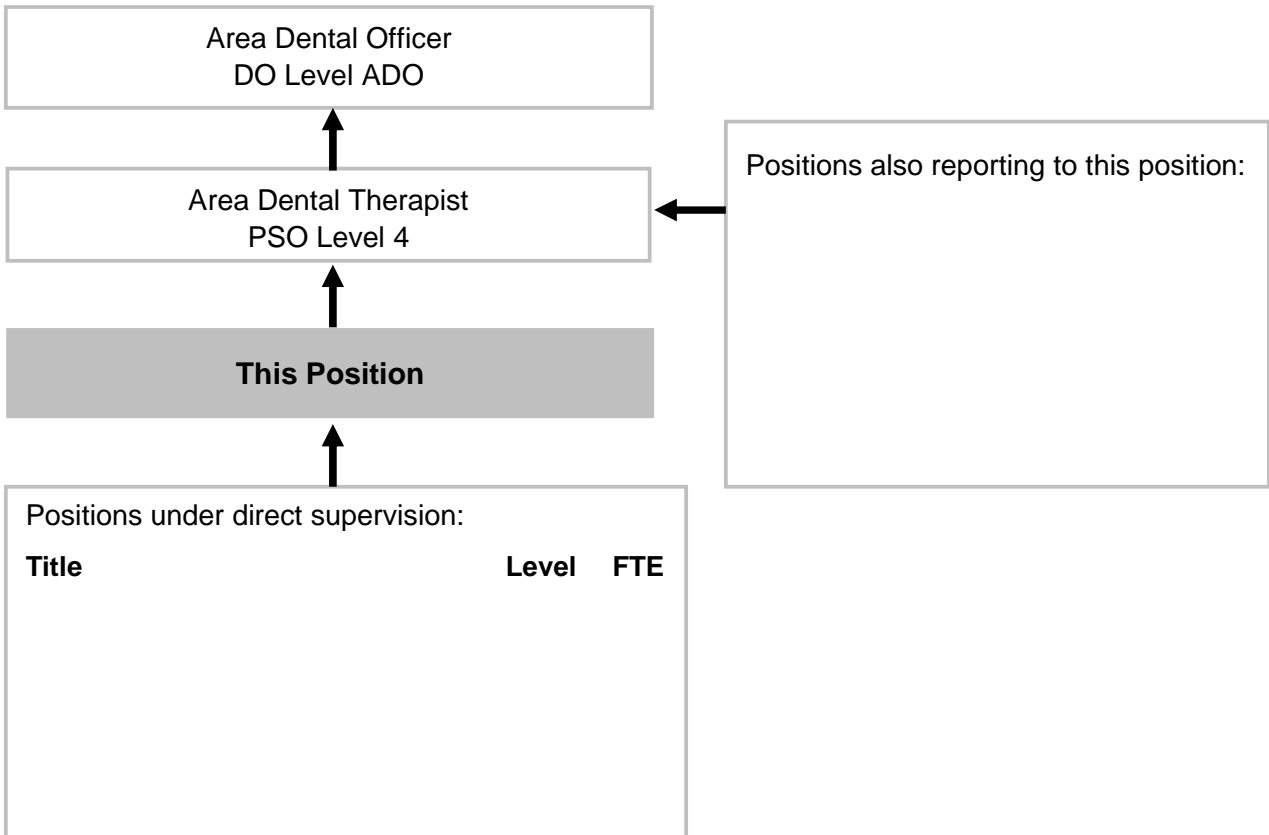


Job Description Form

DENTAL CLINIC ASSISTANT
 School Dental Service
 Public Service and Government Officers General Agreement: PSO Level 2
 Position Number: 00000251

Effective Date of Document: 30 April 2019

Reporting Relationships



Key Responsibilities
 Provides dental clinic assistance.

Brief Summary of Duties

1. Clinical

- Provides chairside and clinical assistance for Dental Officers and Dental Therapists treating patients.
- Carries out infection control, sterilisation and reprocessing procedures, in accordance with Dental Health Services Policies/Guidelines.
- Ensures equipment, furniture and fittings in the clinic are maintained in good order and in hygienic condition. Liaison with Physical Resources as required.
- Performs daily and weekly cleaning duties in accordance with the Dental Health Services Polices/Guidelines.
- Provides dental health education and post-operative instructions as directed.
- Monitors, reconciles and maintains the ordering and keeping of expendable and non-expendable stores.
- Performs reception duties and clinical administration.
- Arranges Purchasing Card transactions for stamp recoups.
- Assists with the supervision and instruction of student Dental Assistants as required.
- Performs other duties as required.

2. Education & Training

- Engages in continuing professional development/education.

3. DHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvements actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience that align with actions described within the standard.
 - Participating with the development, implementation, reporting and monitoring of DHS activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
 - Completes mandatory training (including safety and quality training) as relevant to role.
 - Performs duties in accordance with Government, WA Health and Dental Health Services Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

Work Related Requirements

Essential Selection Criteria

1. Certificate III or above in Dental Assisting (or recognised equivalent) or adequate relevant experience as a Dental Assistant or a related field.
2. Sound communication and interpersonal skills.
3. Demonstrated well-developed organisational ability and time management skills.

Desirable Selection Criteria

1. Current First Aid Certificate.
2. Considerable clinical experience.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Criteria

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

SPECIALISED EQUIPMENT OPERATED: Autoclave, Evacuation Equipment and other dental equipment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Gino Cirillo		or	65294		Manager /
Supervisor Name	Signature		HE Number	Date	
Dept. / Division Head Name	Signature		HE Number	Date	

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

		or			Date
Occupant Name	Signature		HE Number	Date	

Registration Details (to be completed by HR)

		or			Date
Position Title	Signature		HE Number	Date	

HCN Registered

	he126633	or	30/04/2019		Date
Signature	HE Number		Date		