



Dental Health Services

Job Description Form

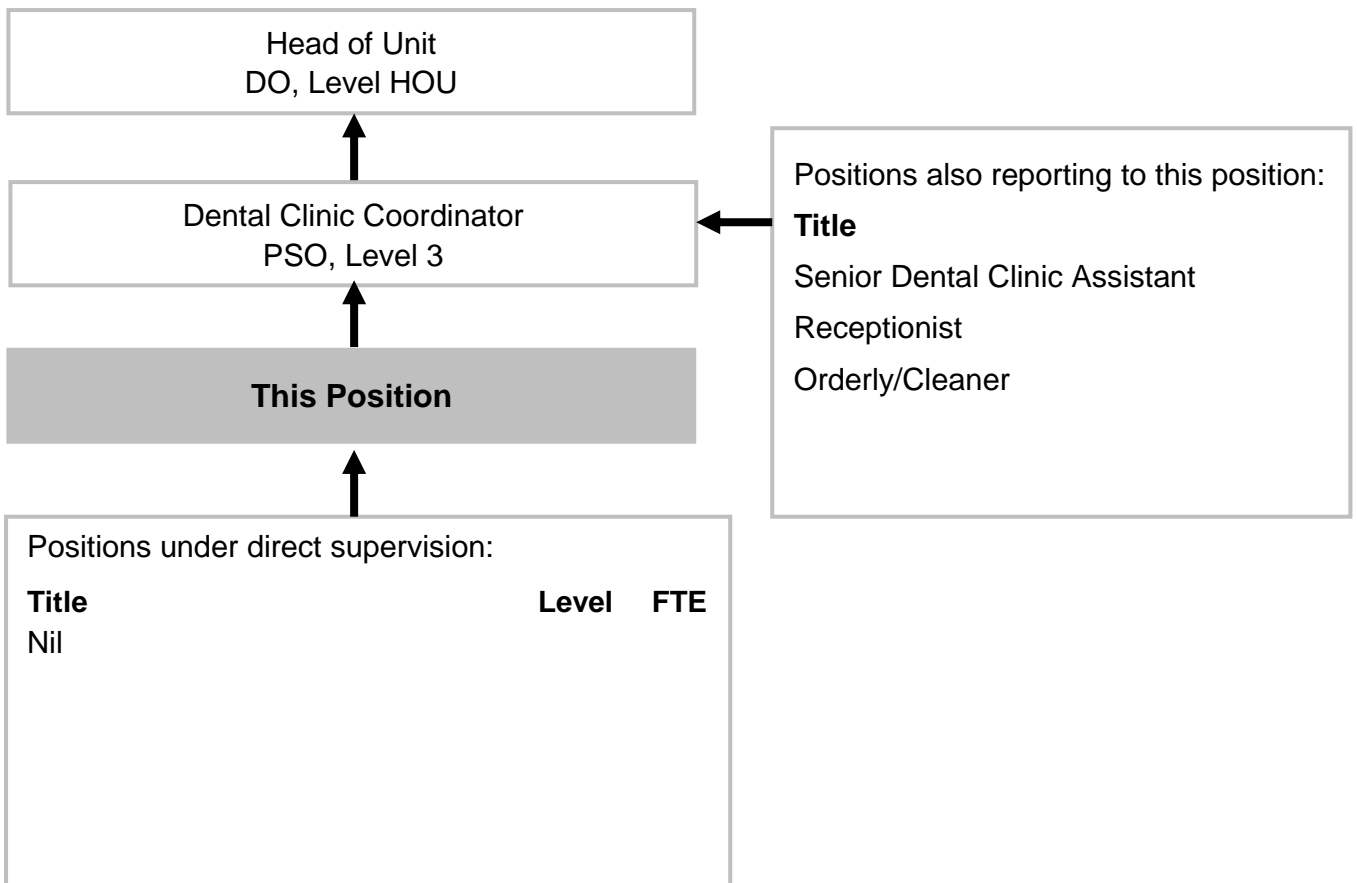
DENTAL CLINIC ASSISTANT – GENERAL DENTAL CLINIC

Public Service and Government Officers General Agreement: Level 1

Position Number: 00000174

Effective Date of Document: June 2016

Reporting Relationships



Key Responsibilities

Provides dental clinic assistance.



Brief Summary of Duties (in order of importance)

1. Job Specific

- Provides chairside and clinical assistance for Dental Officers treating patients.
- Carries out infection control procedures, in accordance with Dental Health Services Policies/Procedures.
- Ensures equipment, furniture and fittings in the clinic are maintained in good order and hygienic condition.
- Provides dental health education as directed.
- Reports the requirement for ordering and keeping of expendable and non-expendable stores.
- Performs reception, clinical administration and accounting duties as required.
- Performs other duties as required.

2. Education & Training

- Engages in continuing professional development/education.

3. DHS Governance, Safety and Quality Requirements

- Responsible for ensuring, as far as practicable, the provision of a safe working environment.
- 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.
 - Undertaking annual performance development review.

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. Knowledge/experience in dental assisting procedures and practices or a related area.
2. Sound communication and interpersonal skills.
3. Well developed organisational ability and time management skills.

Desirable Selection Criteria

1. A recognised Dental Assisting Qualification or equivalent from a Registered Training Provider.
2. Current First Aid Certificate.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Criteria

1. Criminal Record Screening clearance.
2. Pre-Employment Health Assessment clearance.

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

Certification

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

_____	_____	_____	____/____/____
Manager / Supervisor Name	Signature or	HE Number	Date

_____	_____	_____	____/____/____
Dept. / Division Head Name	Signature or	HE Number	Date

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

_____	_____	_____	____/____/____
Occupant Name	Signature or	HE Number	Date

Registration Details (to be completed by HR)

_____	_____	_____	____/____/____
Position Title	Signature or	HE Number	Date

HSS Registered

_____	_____	____/____/____
Signature or	HE Number	Date