



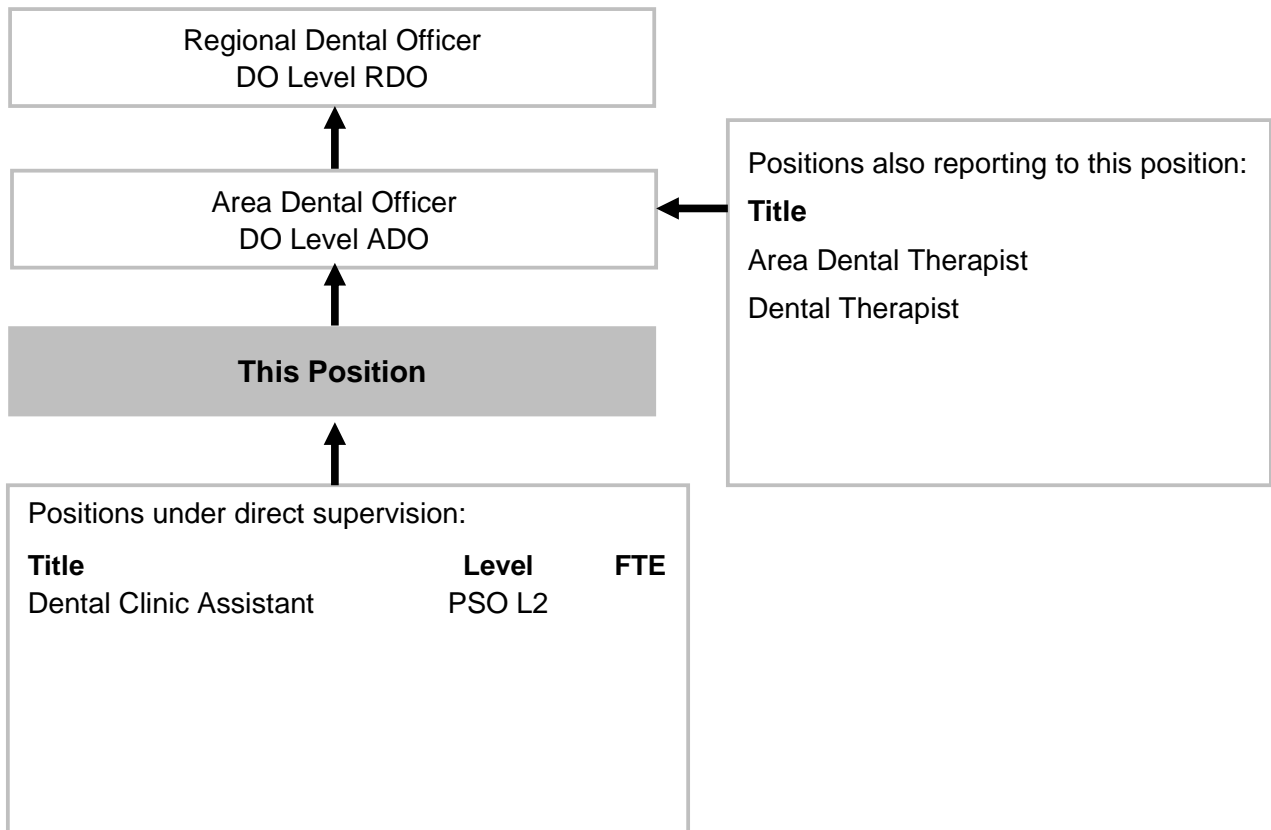
## Job Description Form

### DENTAL THERAPIST

Public Service and Government Officers General Agreement: Level 3/4  
 Position Number; 00000164, 00000396

**Effective Date of Document:** January 2019

#### Reporting Relationships



#### Key Responsibilities

Provide dental care for enrolled children in Dental Therapy Centres.

**Brief Summary of Duties (in order of importance)**

**1. Clinical**

- Provides dental care for enrolled children and where necessary refers patients according to the policies and procedures of the Dental Health Services (DHS).
- Maintains patient records and centre management records in accordance with DHS instructions.
- Supervises and gives guidance to Dental Clinic Assistants and student Dental Clinic Assistants.
- Provides information and presentations on oral health to individuals, schools, community groups and health professionals and implements preventive programs in community groups.
- Provides statistical documentation in accordance with DHS instructions.
- Maintains instruments and equipment in accordance with DHS instructions.
- Carries out other duties as required.

**2. Education & Training**

- Engages in continuing professional development/education and ensures continuous eligibility for relevant dental practitioner registration.
- Participates in regular peer review and case review meetings.

**3. DHS Governance, Safety and Quality Requirements**

- Participates in the maintenance of a safe work environment. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 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. Eligible for registration by the Dental Board of Australia.
2. Demonstrated organisational ability.
3. Well-developed interpersonal and communication skills.
4. Demonstrated experience working within a small team environment.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

**Desirable Selection Criteria**

1. Recent relevant experience working as a Dental Therapist.
2. Knowledge of the current Health Act and Health Practitioner Regulation National Laws as applicable.

**Appointment Criteria**

- Evidence of registration by the Dental Board of Australia must be provided prior to commencement.
- 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: Dental equipment, autoclave, dental x-ray equipment and evacuation equipment.

**Certification**

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

Gino Cirillo		HE65294	05/02/2019
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

HCN Registered  
**YES**

Date: **19/12/19**