



Job Description Form

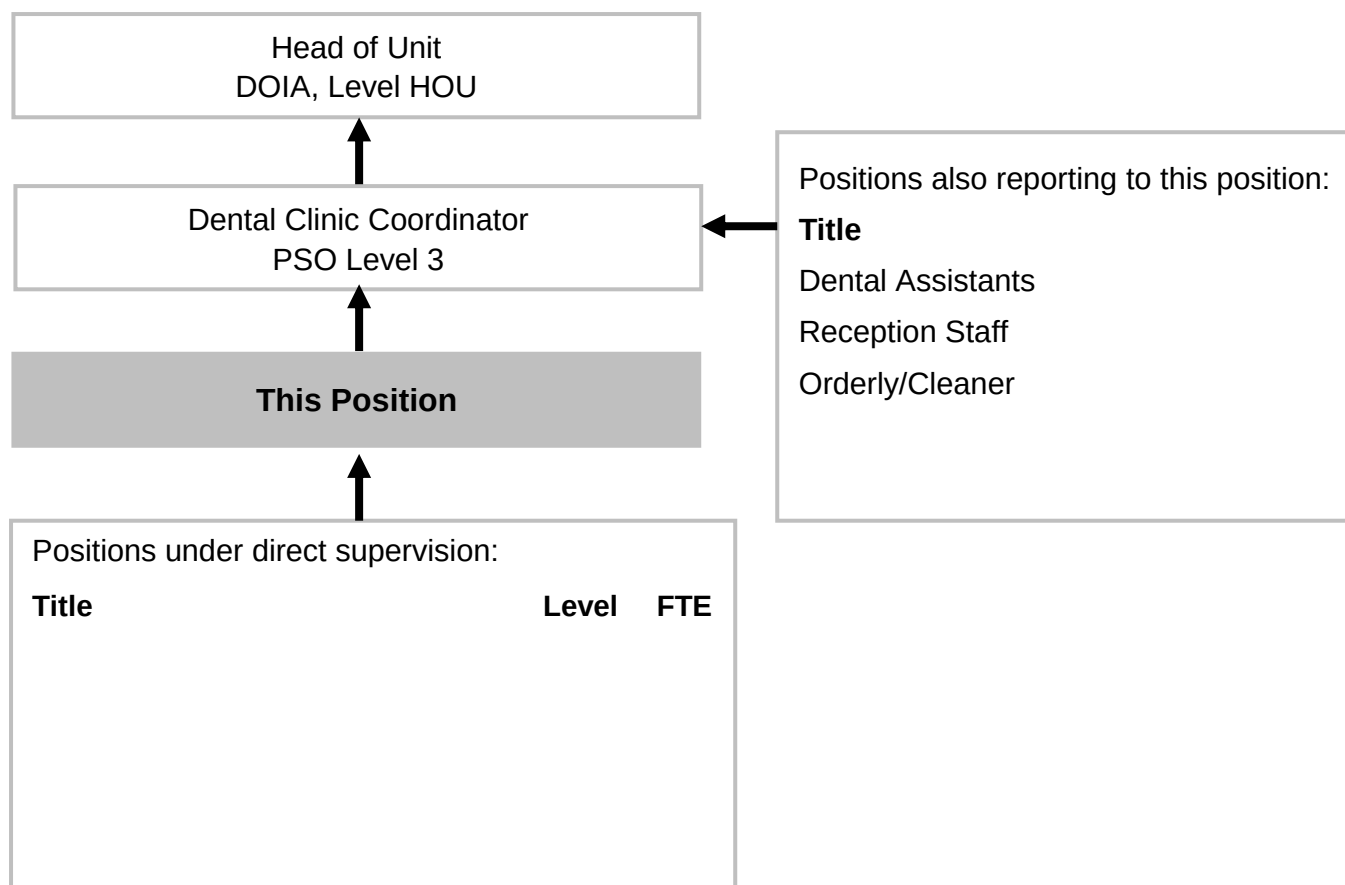
SENIOR DENTAL CLINIC ASSISTANT

Public Service and Government Officers General Agreement: Level 2

Position Number; 00000907; Various

Effective Date of Document: 2 September 2019

Reporting Relationships



Key Responsibilities

Supports the Dental Clinic Coordinator in the administration of the clinic and provides chairside/clinical assistance within the clinic

Brief Summary of Duties (in order of importance)

1. Clinical

- Provides chairside and clinical assistance for Dental Officers treating patients.
- Supports the Dental Clinic Coordinator in ensuring infection control, sterilisation and reprocessing procedures are implemented in accordance with Dental Health Services' Policies/Guidelines.
- Performs reception, clinical administration and accounting duties as required.
- Other duties as required.

2. Clinic Management

- Assumes the role of the Dental Clinic Coordinator in their absence.
- Supports the Dental Clinic Coordinator in managing the dental assisting, reception and cleaning functions for the clinic.
- Supports the Dental Clinic Coordinator in the administration of the clinic including quality assurance for clinic management.
- Supports the Dental Clinic Coordinator in the management of equipment and materials, inventories and completion of requisitions as necessary.
- Supports the Dental Clinic Coordinator in the payment and reconciliation of accounts for the clinic.
- Liaises with physical resource section to ensure maintenance of clinic, equipment and instruments.
- Supports the Dental Clinic Coordinator in coordinating the clinic waitlist and establishing appointment books.
- Arranges, issues, receipt and distribution of laboratory work as necessary.

3. Supervision and Staffing

- Arranges rostering and deployment of dental assisting and reception staff in consultation with the Dental Clinic Coordinator.
- Acts as a mentor for less experienced Dental Assistants, student Dental Assistant and Reception Officers.
- Supports the Dental Clinic Coordinator in conducting orientation programs for new staff and implementing training programs for other staff as required.
- Supports the Dental Clinic Coordinator by undertaking the completion of necessary documentation for staff/statistical records.
- Supports the Dental Clinic Coordinator in ensuring that clinic practices comply with Equal Opportunity, Occupational Safety and Health and Disability Services legislation.
- Other duties as required.

4. Education & Training

- Engages in continuing professional development/education

5. 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.
- 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

Essential Selection Criteria

- ## Desirable Selection Criteria

- ## Appointment Criteria

- SPECIALISED EQUIPMENT OPERATED:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.			
<u>Gino Cirillo</u>	<u> </u>	<u>65294</u>	<u>01/11/2019</u>
Manager / Supervisor Name	Signature or	HE Number	Date
<u> </u>	<u> </u>	<u> </u>	<u> </u> / <u> </u> / <u> </u>
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.			
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Occupant Name	Signature or	HE Number	Date
HSS Registered: Yes/No			Date: