



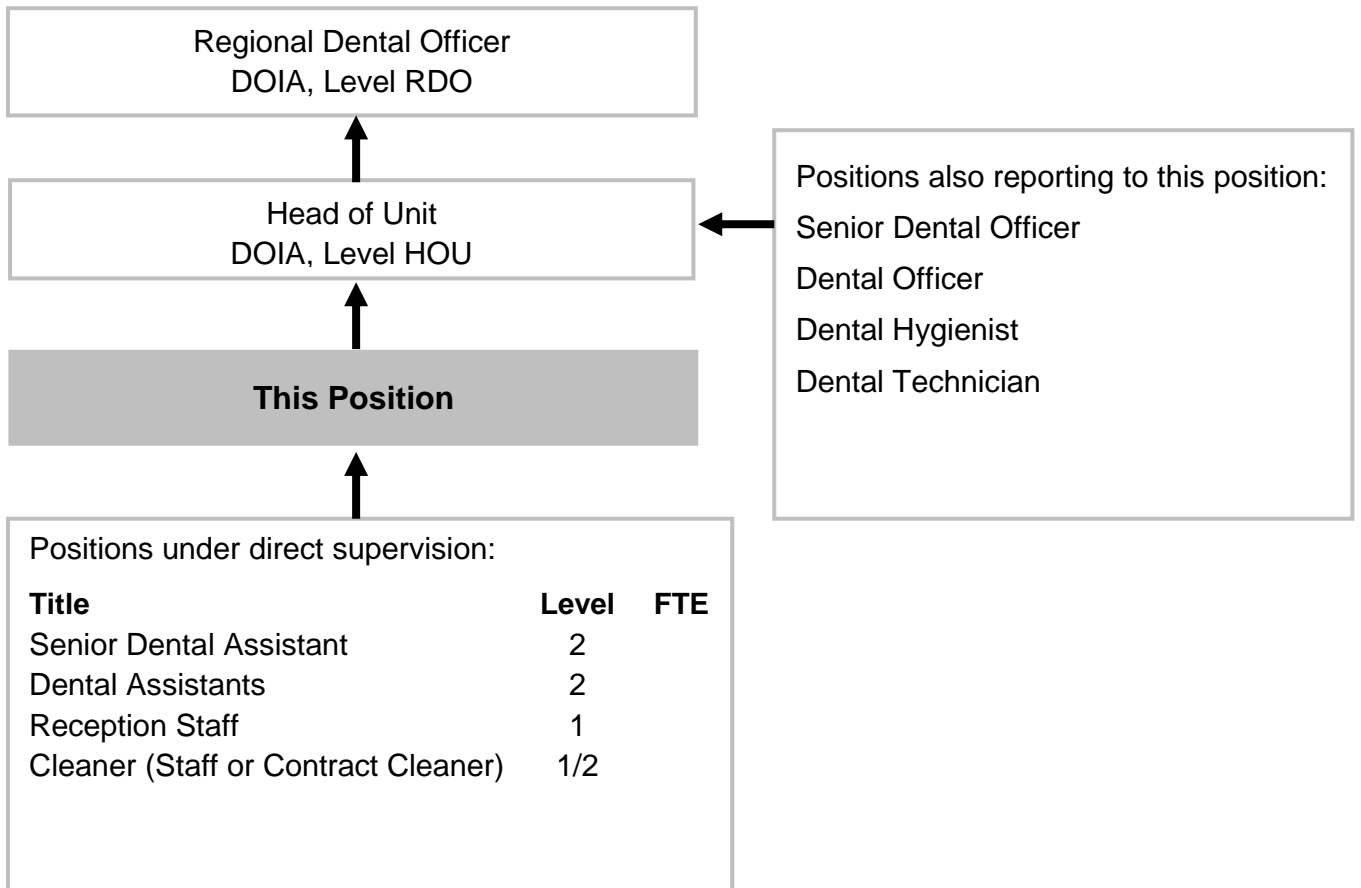
Job Description Form

DENTAL CLINIC COORDINATOR

Public Service and Government Officers General Agreement: Level 3
 Position Number;

Effective Date of Document: 10 April 2019

Reporting Relationships



Key Responsibilities

Manages dental assisting, reception and cleaning services for the clinic. Assists the Head of Unit, in the management of the clinic and provides clinical assistance within the clinic

Brief Summary of Duties (in order of importance)

1. Clinic Management

- Manages the dental assisting, reception and cleaning functions for the clinic.
- Assists the Head of Unit in the administration of the clinic including quality assurance for clinic management.
- Manages stocks of equipment and materials, maintains inventories and ensures completion of requisitions as necessary.
- Oversees the safe storage and disposal of dental consumables (including hazardous chemicals) and clinical waste in consultation with the Head of Unit.
- Arranges purchasing, payment and reconciliation of accounts for the clinic.
- Coordinates the maintenance of the clinic, plant and equipment with physical resources.
- Liaises with external agencies and providers regarding service provision.
- Coordinates the clinic waitlist in consultation with the Head of Unit and establishes appointment books.
- Coordinates the laboratory appointment book and arranges issue, receipt and distribution of laboratory work.

2. Supervision and Staffing

- Supervises and provides guidance to dental assisting, reception and cleaning staff.
- Manages rostering and deployment of supervised staff.
- Conducts orientation programs for new staff and implements training programs for other staff as required.
- Overseas student Dental Assistants
- Coordinates the completion of necessary documentation for staff/statistical records in consultation with the Head of Unit.
- Ensures that clinic practices comply with Equal Opportunity, Occupational Safety and Health and Disability Services legislation.

3. Clinical

- Provides clinical assistance.
- Monitors and ensures infection control procedures are implemented in accordance with Dental Health Services' policies.
- Other duties as required.

4. Education & Training

- Engages in continuing professional development/education.
- Ensures supervised staff are compliant with mandatory training requirements.
- Undertakes annual competency assessment in reprocessing of reusable instruments for Dental Assistants

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 and undertakes performance development review of staff under their supervision.
- Assists the Head of Unit in the completion of the clinic's quality assurance program.
- 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 in Dental Assisting (or recognised equivalent).
2. Considerable experience as a Dental Assistant.
3. Demonstrated supervisory and leadership skills.
4. Well-developed communication and interpersonal skills including conflict resolution.
5. Demonstrated organisational ability.
6. Demonstrated problem solving skills and ability to use initiative.
7. Sound computer skills
8. 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. Experience with an electronic Patient Management System.
2. Sound knowledge and understanding of Dental Health Services' procedures and policies.

Appointment Criteria

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

SPECIALISED EQUIPMENT OPERATED:

Certification

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

Gino Cirillo		65294	
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

Signature or		HE Number	Date
			/ /