



HSS Registered Nov 2022

Dental Clinic Assistant (School Dental Service)

Position details

Position Number: **Various**
Classification: **Level 2**
Agreement: **Public Service and Government Officers General Agreement**
Directorate: **Mental Health, Public Health and Dental Services**
Department: **Dental Health Services – School Dental Service**
Location: **North Metropolitan Health Service**

Reporting relationships

This position reports to:

Area Dental Therapist	Level 5
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Positions under direct supervision:

NIL

Primary purpose of the role

Provides dental clinic assistance.



Vision

A trusted partner, delivering excellent health care for our people and our communities.



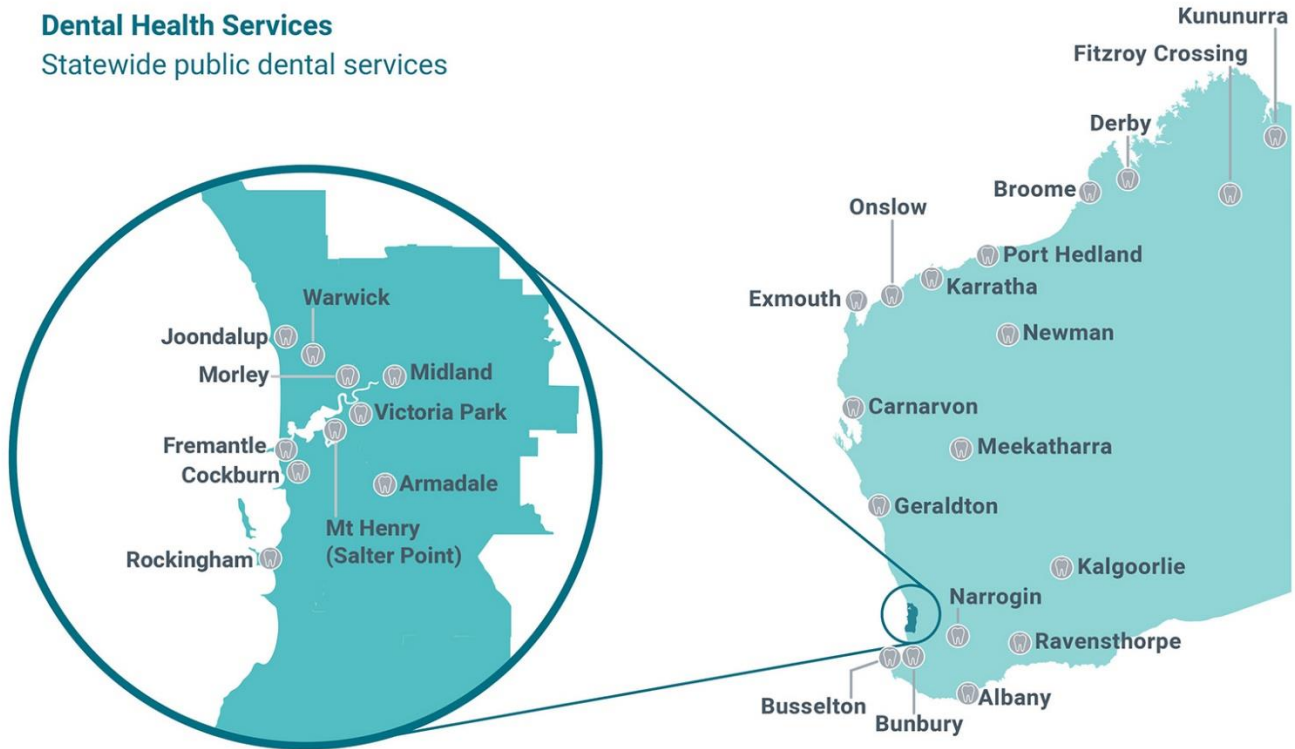
Mission

To promote and improve the health of our people and our communities.



Dental Health Services

Statewide public dental services



Dental Health Services (DHS)

DHS is the largest public dental service in Western Australia and is a department of North Metropolitan Health Service. The DHS provides oral health services to children aged five to 16 years through the statewide School Dental Service and general and urgent dental care to eligible adults, via public dental clinics throughout metropolitan and rural areas. In addition, DHS provides care to eligible clients of the Department of Communities, residents in metropolitan aged care and those in Corrective Services facilities. Funded by the State Government, DHS’s vision is to improve the health of Western Australians through access to quality oral health services across our vast state, from Kununurra in the far north, to inland Kalgoorlie, and as far south as Albany.

North Metropolitan Health Service is one of the largest health services in WA, providing a comprehensive range of health services. For more information see: [North Metropolitan Health Service](#)

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Our values



Care

We show empathy, kindness and compassion to all.



Respect

We are inclusive of others and treat everyone with courtesy and dignity.



Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



Teamwork

We work together as one team in a spirit of trust and cooperation.



Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



Enabling healthy communities

We build healthy and engaged communities



People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



Integration and connection

We will build strong connections and partnerships



Innovation and adaptive models of care

We will use research and technology to improve outcomes



Trusted, engaged and capable people

We will invest in our people and our culture



Sustainable and reliable

We will reduce harm, waste and unwarranted variation



Key accountabilities

1. Clinical

- 1.1 Provides chairside and clinical assistance for Dental Therapist and Dental Officers treating patients.
- 1.2 Develops and mounts dental x-rays.
- 1.3 Carries out infection control, sterilisation and reprocessing procedures, in accordance with Dental Health Services Polices/Guidelines.
- 1.4 Ensures equipment, furniture and fittings in the clinic are maintained in good order and in hygienic condition. Liaison with Physical Resources as required.
- 1.5 Performs daily and weekly cleaning duties in accordance with the Dental Health Services Polices/Guidelines.
- 1.6 Provides dental health education and post-operative instructions as directed.
- 1.7 Monitors, reconciles and maintains the ordering and keeping of expendable and non-expendable stores.
- 1.8 Performs reception duties and clinical administration.
- 1.9 Undertakes charting as described by the clinician.
- 1.10 Ensures the safe storage and disposal of dental consumables (including hazardous chemicals) and clinical waste in consultation with the clinician.
- 1.11 Arranges Purchasing Card transactions for stamp recoups.
- 1.12 Periodically guides, assesses and instructs student Dental Assistants.
- 1.13 Performs other duties as required.

2. Education & Training

- 2.1 Engages in continuing professional development/education

3. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

- 3.1 Reflect the NMHS values in the way you work, behave and make decisions.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.



4.7 Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:

- 4.7.1 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.
- 4.7.2 Participating with the development, implementation, reporting and monitoring of DHS activities.
- 4.7.3 Ensuring records and statistics are kept in accordance with established procedures.

5. Undertakes other duties as directed.

Work related requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

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. Considerable clinical experience.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

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

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.

Manager/Supervisor

Dept/Division Head

Position occupant

Name:

Signature/HE:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:



