



POSITION DESCRIPTION

Position Title:	Dental Assistant
Classification Level:	Health Professionals and Support Services Award – Support Services Level 3
Date of Approval:	October 2021

PART A: POSITION SPECIFICATIONS

1. Operational Management Environment

This position is located within the Mulungu Aboriginal Corporation Primary Health Care Service (Mulungu) Health Services Team which is responsible for addressing the health needs of the community and its members. Health services are provided to a designated geographical area within the Atherton Tablelands Regional area and surrounding districts.

2. Purpose of the Position

The Dentist Assistant possesses highly advanced skills to independently undertake clinical duties, under supervision from Dental Officer more senior clinicians, in accordance with Dental clinical standards and policies to ensure the provision of high quality and efficient services.

The Dentist will, where appropriate, provide professional advice to the Practice Manager and be a member of the Clinical Governance Committee.

The Dentist Assistant will provide patients with the highest possible quality of care, by ensuring excellence in all aspects of our practice. Mulungu endeavours to provide patients with the best and most current treatments, methods, materials and equipment within our resource capabilities to ensure that patients receive the highest quality of service. We believe that the patients come first. Teamwork is highly valued and encouraged within the practice to promote a harmonious and productive environment. We hold great importance in ethical and responsible behaviour as essential to maintain the trust and loyalty of our patients and staff.

3. Scope of the Position

The Dental Assistant is a member of the Health Services Team. This position will provide clinical assistance to the Dental Service

The Dental Assistant is accountable to:

- The Chief Executive Officer for practice according to the philosophy, policies and goals of the service.
- The Dental Officer and the Dental Team for effective communication and work relationships including shared work responsibilities.

4. Organisational Structure and Reporting Relationships

The position of Dental Assistant reports to the Senior Dental Officer/Clinician.

5. Primary Duties and Responsibilities

- Provide chairside assistance to the dental clinician including dental charting
- Report to the Chief Executive Officer as required by Mulungu from time to time.
- Prepare and provide equipment instruments and dental consumables for each patient according to dental treatment.
- Ensure appropriate dispensing of dental consumables
- Ensure correct chronological usage of dental consumables in the dental surgery and the dental storeroom.
- Ensure an adequate supply of dental equipment, consumables and supplies in the dental surgery.
- Ensure all pharmaceutical materials and dental materials are stored and maintained in accordance with the policy of the organisation.
- Advise the Senior Dental Clinician on equipment maintenance and instrument replacement needs in the dental surgery.
- Undertake infection control procedures (including waste and sharps disposal) in the dental surgery and throughout the entire dental clinic.
- Undertake dental equipment decontamination and sterilisation in the sterilisation facility.
- **Adopt a team approach in the delivery of dental care and be cognizant of the respective needs and demands of the roles of the Dental Officer/Clinician**
- **Ensure high quality effective primary health care is provided at the Mulungu Aboriginal Corporation Primary Health Care Service**
- **Work collaboratively as a team member of Mulungu**
- **Provide expert advice on clinical governance, quality, patient safety and medical workforce issues.**
- **Contribute to maintaining compliance with RACGP standards and ISO Accreditation.**
- **Assist the dental operator in client behaviour management where appropriate.**
- **Establish and maintain productive relationships through negotiating, consulting, liaising and communicating with key stakeholders.**
- **Adopt, participate and implement quality improvement processes.**

- In line with Mulungu strategic plan, identify and implement strategies to improve service delivery and client care.
- Implement and support clinical models of care and patient safety initiatives as required.
- Comply, attend, review and evaluate own practice by participating in the Senior Officer's performance plan and meet performance standards and criteria set by Mulungu and be willing to undertake further training or studies as per recommended actions from your Individual Work Plan
- Comply with contemporary Human Resource Management issues including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination as applied in the work environment.
- Contribute to ongoing quality improvement in the Quality Coordinator Software by using the registers and completing tasks designated within the allocated timeframes.
- Perform other duties associated with the position as directed by the Dental Officer/Clinician.
 - Legend = Purple reporting, Red = QI, Green = Client Servicing, Brown = Leadership

PART B: PERSON SPECIFICATIONS

1. Qualifications

- Possession of Certificate III in Dental Assisting or dental assistant certificate of accreditation and badge and Badge issued by the Council of the Australian Dental Association or equivalent.
- Hepatitis B immunisation is a condition of employment for all Connect Health and community staff that in the course of their work may be exposed to blood/bodily fluids or contaminated sharps. Proof of vaccination must be provided to your supervisor before you commence duty in this position.

2. Skills, Knowledge and Ability

- Experience working within a cross-cultural environment.
- Knowledge, understanding and sensitivity towards the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander people's health.
- Ability to perform comprehensive patient assessments, plan, implement and evaluate clinical care and primary health care strategies.
- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly Aboriginal and Torres Strait Islander peoples.
- Ability to function in a multi-disciplinary team and ability to function independently.
- Knowledge and understanding of Quality Improvement processes and RACGP Standards.
- Knowledge of, or ability to acquire knowledge of contemporary Human Resource Management practices including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination.

3. Essential Requirements

- Commitment to work within the principles of Aboriginal and Torres Strait Islander Community Control including willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.

4. Standards of Practice

- Maintain professional standards of practice in the delivery of safe patient care.
- Practice within an evidence-based framework.
- Participate in ongoing professional development of self and others.

5. Mandatory Requirements

- Possession of a current 'C' Class Driver's Licence (Queensland) is required.
- Must undergo Australian Federal Police Check.
- Current Working with Children (Blue Card)

PART C: SELECTION CRITERIA

SC 1 Minimum of Certificate III in Dental Assisting.

SC 2 Demonstrated experience working within a cross-cultural environment and knowledge of Aboriginal and Torres Strait Islander cultures.

SC 3 Demonstrated knowledge and understanding of primary health care and the social, economic and cultural factors affecting the health of Aboriginal and Torres Strait Islander peoples.

SC 4 Sound awareness and understanding of infection control principals

SC 5 Demonstrated interpersonal and communication skills with the ability to work in a multi-disciplinary team structure.

SC 6 Knowledge of or ability to acquire knowledge of contemporary human resource management practices including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination.

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature _____ Date ____/____/____
(Chief Executive Officer)

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature _____ Date ____/____/____
