

DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>         | Dental Assistant   |
| <b>Position Number:</b>        | Generic  |
| <b>Classification:</b>         | Health Services Officer Level 5  |
| <b>Award/Agreement:</b>        | Health and Human Services (Tasmanian State Service) Award  |
| <b>Group/Section:</b>          | Community, Mental Health and Wellbeing – Oral Health Services Tasmania   |
| <b>Position Type:</b>          | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual  |
| <b>Location:</b>               | South, North, North West   |
| <b>Reports to:</b>             | Senior Dental Assistant  |
| <b>Effective Date:</b>         | June 2020  |
| <b>Check Type:</b>             | Annulled   |
| <b>Check Frequency:</b>        | Pre-employment   |
| <b>Essential Requirements:</b> | <p>Certificate III in Dental Assisting or equivalent qualification</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p> |
| <b>Desirable Requirements:</b> | <p>Current Driver's Licence</p> <p>Current First Aid Certificate Level I</p>   |
| <b>Position Features:</b>      | Required to wear protective clothing (provided by the Agency) in accordance with the Oral Health Service Infection Control Protocol guidelines   |

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

The Dental Assistant is responsible for maintaining clinical standards in dental assisting by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices, and providing training and assistance to less experienced staff undertaking a traineeship.

## Duties:

1. Clinical:
  - Provide expert chairside assistance to the Dental Clinician.
  - Prepare existing and new materials and equipment for clinical procedures.
  - Assist the Dental Officer with procedures carried out under general anaesthetic in the operating theatre.
  - Dispose of hazardous materials and waste according to current National Health and Medical Research Council (NHMRC) and Work Health and Safety (WH&S) guidelines.
  - Attend seminars to acquire knowledge on new or improved methods and techniques in dental procedures.
  - Assist Dental Clinician with dental radiography, including the preparation of film and equipment, and the developing of radiographs.
2. Clerical:
  - Compile daily and monthly work summaries and data for statistical purposes.
  - File, recover, record, and maintain clinical records.
  - Attend client enquiries.
  - Schedule appointments.
  - Arrange referral sessions with Dental Therapists.
  - Liaise with particular client groups.
3. Infection Control/Maintenance:
  - Undertake meticulous cleaning and sterilisation of dental instruments, dental equipment and the dental surgery requiring working knowledge of current NHMRC Infection Control Guidelines, WH&S guidelines, and the Oral Health Service's Infection Control Protocol.
  - Undertake the appropriate storage and stock control of materials and medicaments.
  - Undertake regular assessment of maintenance requirements for dental equipment, ensure dental hand pieces are cleaned and lubricated in accordance with manufacturer specifications and ensure regular servicing of equipment is arranged.
4. Training:
  - Orient newly qualified staff in local procedures, techniques, and policies and where appropriate undertake training of unqualified staff in specific practices related to the provision of chairside assistance and infection control.

5. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

Under the supervision of the Senior Dental Assistant, the Dental Assistant will:

- Utilise specific knowledge obtained through the Certificate III in Dental Assisting to work in accordance with guidelines and procedures determined by the Dental Clinician.
- Assist the Dental Clinician to ensure that a high professional standard is maintained in the clinic.
- Work effectively within an integrated team and assume responsibility without direct supervision.
- Apply discretion, independent judgement, and initiative in making decisions to support the performance of duties.
- Be responsible for the quality of own work and the training and orientation of trainee Dental Assistants.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. **Specific Skills and Knowledge** - Individuals who demonstrate this capability apply the skills and knowledge in Dental Assistant's clinical procedures, including current infection control practices, with knowledge of current NHMRC Infection Control guidelines, Oral Health Service Tasmania guidelines and appropriate legislation.
2. **Communication** - Individuals who demonstrate this capability confidently convey ideas and information in a clear way, understand and meet the needs of their audience and actively listen to others' points of view and welcome constructive feedback.
3. **Drive and Commitment** - Individuals who demonstrate this capability will be able to display a strong work ethic, show enthusiasm and commitment to quality clinical outcomes, demonstrate capacity for sustained effort and hard work and set high standards of performance for self and others.
4. **Teamwork** - Individuals who demonstrate this capability cooperate and work well in the pursuit of team goals, share information, support others, show consideration, concern and respect for others' feelings and ideas and accommodate and work well with the different working styles of others.
5. **Flexibility** - Individuals who demonstrate this capability are adaptable, receptive to new ideas and respond and adjust easily to changing work demands and circumstances.
6. **Initiative** - Individuals who demonstrate this capability are proactive and self-starting, seize opportunities and act upon them and originate action and actively influence events.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).