



POSITION DESCRIPTION

Position Title:	Dental Clinic Assistant
Position Classification:	Level 3
Position Number:	305655, 305604
Faculty/Office:	Faculty of Health and Medical Sciences
School/Division:	Dental School
Centre/Section:	Oral Health Centre of WA (OHCWA)
Supervisor Title:	Supervisor, Dental Clinic Assistants
Supervisor Position Number:	302779

Your work area

The Oral Health Centre is part of the School of Dentistry delivering specialist treatment to eligible patients from the Department of Health and providing suitable patients to the dental student's programme.

The Oral Health Centre of Western Australia is a collaborative Centre and the primary focus for oral health education, research and specialist care delivery in Western Australia. The Centre will treat approximately 14,000 patients per annum and deliver several clinical and technical training programmes

Reporting structure

Reports to: Supervisor, Dental Clinic Assistants

Your role

As the appointee you will, under close direction, provide general support in a wide variety of administrative and clinical duties to support the area

At Level 4 the DCA will be assigned some leadership and coordination roles in their work area by their supervisor and would be an initial point of reference for Training DCA's and Level 3 DCA's seeking advice and assistance with work situations. Level 4 DCA's will be able to train small groups and take a role of leadership or supervision in a student area.

Supporting student clinicians and OHCWA clinical staff, the Dental Clinic Assistant will report to the Supervisor (Dental Clinic Assistants) and will undertake the following duties.

Your key responsibilities

Provide clinical assistance for dental students and OHCWA clinical staff treating patients

Conduct infection control procedures, in accordance with OHCWA requirements

Conduct reception, accounting and clinical administrative duties as required in relation to interactions with patients

Assist students and clinical staff with dental health education as directed

Ensure equipment, furniture and fittings in the clinic are maintained in good order and hygienic condition and report any maintenance needs to the Supervisor (Dental Clinic Assistants)

Maintain the ordering and keeping of expendable and non-expendable stores, reporting requirements to the Supervisor (Dental Clinic Assistants)

Perform other duties as required

Your specific work capabilities (selection criteria)

The completion of at least three years' secondary education or equivalent

Certificate IV in Dental Clinic Assisting or equivalent

Knowledge of dental assisting procedures and practices

Relevant administrative experience in a dental and/or medical clerical/reception

Experience in dental assistance in a public dental and/or teaching facility

Good written and verbal communication and interpersonal skills

Good organisational and time management skills

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Demonstrated commitment to and awareness of cross-cultural issues

Special requirements

Current First Aid Certificate

Immunisation Status

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.



POSITION DESCRIPTION

Position Title:	Dental Clinic Assistant
Position Classification:	Level 4
Position Number:	305655, 305604
Faculty/Office:	Faculty of Health and Medical Sciences
School/Division:	Dental School
Centre/Section:	Oral Health Centre of WA (OHCWA)
Supervisor Title:	Supervisor, Dental Clinic Assistants
Supervisor Position Number:	302779

Your work area

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The Oral Health Centre of Western Australia is a collaborative Centre and the primary focus for oral health education, research and specialist care delivery in Western Australia. The Centre will treat approximately 14,000 patients per annum and deliver several clinical and technical training programmes

Reporting structure

Reports to: Supervisor, Dental Clinic Assistants

Your role

As the appointee you will, under general direction, provide expertise in a wide variety of administrative and clinical duties to support the area

At Level 4 the DCA will be assigned some leadership and coordination roles in their work area by their supervisor and would be an initial point of reference for Training DCA's and Level 3 DCA's seeking advice and assistance with work situations. Level 4 DCA's will be able to train small groups and take a role of leadership or supervision in a student area.

Supporting student clinicians and OHCWA clinical staff, the Dental Clinic Assistant will report to the Supervisor (Dental Clinic Assistants) and will undertake the following duties.

Your key responsibilities

Provide experienced clinical assistance for dental students and OHCWA clinical staff treating patients

Maintains infection control procedures, in accordance with OHCWA requirements

Conduct reception, accounting and clinical administrative duties as required in relation to interactions with patients

Assists with radiography, including maintenance of solutions, and processing, mounting, labelling and filing of radiographs, using electronic and manual based systems

Input and maintain information in Patient Management System as required

Assist students and clinical staff with dental health education as directed

Ensure equipment, furniture and fittings in the clinic are maintained in good order and hygienic condition and report any maintenance needs to the Supervisor (Dental Clinic Assistants)

Monitor and maintain the ordering and keeping of expendable and non- expendable stores, reporting requirements to the Supervisor DCA

Arrange, issue, receipt and distribution of laboratory work as necessary

Assist the Supervisor in the administration of the clinic, including the provision of assistance, counselling and direction to DCA's

Conducts orientation programs and limited training for new staff

Maintains staff knowledge of and compliance with clinical procedures, including emergency procedures, patient records etc.

Perform other duties as required

Your specific work capabilities (selection criteria)

The completion of at least three years secondary education or equivalent

Certificate IV in Dental Clinic Assisting or equivalent

Considerable relevant administrative experience in a dental and/or medical clerical/reception

Considerable experience in dental assistance in a public dental and/or teaching facility

A comprehensive knowledge of dental assisting procedures and practices in multiple settings

Well-developed written and verbal communication and interpersonal skills

Well-developed organisational skills and ability to prioritise work and good time management skills

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to train and supervise staff and students

Demonstrated commitment to and awareness of cross-cultural issues

Special requirements

Current First Aid Certificate

Immunisation Status

Compliance

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