

<b>Position Title</b>	Dental Clinic Assistant
<b>Classification</b>	Level 3 (Dual Classification)
<b>School/Division</b>	Dental School
<b>Centre/Section</b>	Oral Health Centre of WA (OHCWA)
<b>Supervisor Title</b>	Supervisor, Dental Clinic Assistants
<b>Supervisor Position Number</b>	FSR 305883, 302779, 305884, 303194, 301962, 305612
<b>Position Number</b>	FSR 308678, 307728, 309620, 305640, 308025, 305595

## Your work area

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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.

## Reporting structure

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Reports to: Supervisor, Dental Clinic Assistants

## Your role

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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. 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

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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)

Other duties as required.

## **Your specific work capabilities (selection criteria)**

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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

Sound communication and interpersonal skills

Sound organisational ability and time management skills

Demonstrated commitment to and awareness of cross-cultural issues

Experience in a dental and/or medical clerical/reception

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

## **Special requirements (selection criteria)**

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Current First Aid Certificate

## **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health, and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)

<b>Position Title</b>	Dental Clinic Assistant
<b>Classification</b>	Level 4 (Dual Classification)
<b>School/Division</b>	Dental School
<b>Centre/Section</b>	Oral Health Centre of WA (OHCWA)
<b>Supervisor Title</b>	Supervisor, Dental Clinic Assistants
<b>Supervisor Position Number</b>	FSR 305883, 302779, 305884, 303194, 301962, 305612
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## Your key responsibilities

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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.

Other duties as required.

### **Your specific work capabilities (selection criteria)**

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The completion of at least three years secondary education or equivalent

Certificate IV in Dental Clinic Assisting or equivalent

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

Well developed communication and interpersonal skills

Ability to train and supervise staff and students

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

Demonstrated commitment to and awareness of cross-cultural issues

Substantial experience in a dental and/or medical clerical/reception

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

### **Special requirements (selection criteria)**

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Current First Aid Certificate

### **Compliance**

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Safety, health, and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)