

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Dental Assistant
Position Number:	Generic
Classification:	General Stream Band 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Oral Health Services Tasmania
Position Type:	Permanent, Full Time/Part Time
Location:	South, North, North West
Reports to:	Area Manager
Effective Date:	January 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Certificate III in Dental Assisting or equivalent qualification</p> <p>Current Working with Children Registration</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>
Desirable Requirements:	<p>Current Driver's Licence</p> <p>Current First Aid Certificate Level I</p> <p>Certificate IV in Dental Assisting</p>
Position Features:	Some intrastate travel will be required

Note: 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 Senior Dental Assistant is responsible for:

- Working closely with the Regional Management Team to ensure clinical support is provided by Dental Assistants in a professional, effective and efficient manner.
- Coordinating, directing and supporting Dental Assistants, Sterilisation Technicians and Trainee Dental Assistants within Oral Health Services Tasmania (OHST).
- Acting as the first point of contact for staff in relation to Dental Assistants, Sterilisation Technicians and Trainee Dental Assistants and providing a clear liaison role between the different professional groups within OHST.

Duties:

1. Provide coordination, direction and support for Dental Assistants, Sterilisation Technicians and Trainee Dental Assistants and liaise with external providers including Registered Training Organisations, TAFE Assessors and Employee Assistance Providers in relation to the dental assistant/sterilisation technician workforce.
2. Manage Dental Assistants' leave including unplanned absences and prepare the OHST regional clinic rosters in collaboration with other staff where required.
3. Coordinate the recruitment, orientation, and training of new Dental Assistants, Sterilisation Technicians and Trainee Dental Assistants. Provide advice and support to Dental Assistants, Sterilisation Technicians and Trainee Dental Assistants to effectively balance people and operational requirements.
4. Undertake performance management of Dental Assistants providing training, regular feedback, coaching, and mentoring and the timely completion of probation reports and Performance and Development Agreements.
5. Contribute to the organisation and implementation of professional development and mandatory and recommended training requirements for all staff as required.
6. Attend statewide meetings as required including Clinical Governance Committee and Infection Control Committee meetings.
7. Prepare and facilitate regular team meetings for staff.
8. Work closely with Senior Clinicians in relation to the introduction and use of new dental equipment and materials.
9. Maintain a high standard of personal clinical expertise and model best practice in terms of clinical practice and infection control.
10. Assist in the development of OHST policy relevant to clinical practice and protocols and implement locally as required.
11. 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:

The Senior Dental Assistant will work in collaboration with OHST's Senior Managers and is responsible for ensuring Dental Assistants provide appropriate support to the treating Dental Clinician in the performance of various oral health procedures. The occupant will:

- Coordinate and support Dental Assistants both on-site and in community-based clinics.
- Monitor the clinical environment to ensure that it complies with current infection control and risk management standards.
- Apply discretion, initiative and independent judgement to support the daily clinical operations of the health setting.
- 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.
- 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.

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. Demonstrated high-level experience in, and knowledge of, the clinical role of the Dental Assistant including procedures and current infection control practices.
2. Demonstrated understanding and experience in the provision of chairside assistance for complex clinical dental procedures including the ability to identify training needs and provide training to other Dental Assistants.
3. An understanding of a public health approach to the provision of oral health services and knowledge of OHST policies and procedures, including the ability to apply this knowledge to resolve operational issues.
4. Demonstrated ability to lead and coordinate staff and, in conjunction with the Area Manager, undertake performance management of Dental Assistants.
5. Well-developed communication and interpersonal skills together with the capacity to work effectively with members of the dental team, clients and members of the community.
6. Demonstrated high-level administrative and clerical skills including report writing, records management, requisition of supplies and data collection.

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 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](#).