




Seymour Health - Position Description

Position Title:	Dental Assistant
Directorate/Team:	Community Services
Classification/Award:	Award: Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020 Classification: Dental nurse Level 3 (DY3)
Performance Review:	A three (3) month probation will apply to this position (3 months from the date of commencement). Performance reviews will be held annually.
Responsible to:	Health Independence Program & Oral Health Services Manager
Version Number:	Date Written: / /
Version updates:	
Approved by:	Signature: 
	Name: Chris McDonnell
	Position: Chief Executive Officer
	Date: / /
Seymour Health	
<p>Seymour Health is a:</p> <ul style="list-style-type: none"> • 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, urgent care, day procedure and palliative care; • It also has a 30 bed high care aged residential care facility: and • Community services, including District Nursing, Planned Activity Group, • Health Independence Programs including; Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietician, Diabetes Education and Post Acute Care. • Support services including administration, food, hotel and maintenance services. • Private pathology and medical imaging services are available on site. • Visiting specialists and local General Practitioners provide the medical services. • Oral Health Services; Adult and Child services. 	

PURPOSE

Seymour oral health provides child oral health and public adult dental services. This service provides general and emergency dental care to eligible patients within the Lower Hume Region. The Seymour Oral Health service is part of the Hume region oral health service group and has close supportive connections with the Oral Health services delivered from Goulburn Valley Health.

ORGANISATIONAL RELATIONSHIPS

Reports to: Health Independence Program & Oral Health Services Manager.

Internal Liaisons: Director of Clinical Services, Director of Quality & Performance development, HR Department, Education Department, Allied Health Staff, Nursing Staff.

Manages/Coordinates: Represent Seymour Health in developing and sustaining positive relationships with external suppliers, contractors and other relevant organisations.

External Liaisons: General Practices, Referring Hospitals/Health Services, Oral Health Service Providers, Public & Private.

Facilitate effective relationships between the Finance/Administration team and other Seymour Health staff.

KEY RESPONSIBILITIES AND DUTIES

The position is responsible for the maintenance of stock and sterility of all instruments and prevention of cross infection, to provide high level of chair-side dental nursing assistance. Ensure the preventative maintenance of all instruments equipment and handpieces stock control of dental clinic consumables and resource management including ordering new stock and discarding out of date stock. To assist in the clinical care of all dental patients under the guidance of the service Dental Therapist/Dental Officer.

- This position amongst others is responsible for promoting Seymour Health as a quality health service provider.
- Ensure the safety of yourself and others in line with the organisations WHS policies and procedure and the Workplace health and safety Act 2011.
- Ongoing compliance with Quality System and Clinical Governance requirements.
- Perform other duties reasonably required as directed.

Leadership & Management

- Ability to effectively and professionally communicate with all levels of staff and members of the public
- Provide instructions and guidance to dental support officers and other clinical operators in infection control procedures and prevention of cross infection
- As part of the dental team contribute to the improvement in work procedures and processes so goals and plans of the dental service are achieved
- Provide support and cover to the Administrative team assisting in the service

Continuum of Care

- Provide chair-side assistance to a high level, ensuring high levels of infection control are maintained
- Assist patients in filling out forms associated with record maintenance

- Maintain records relating to monitoring of cleaning, sterilising and tracking of equipment
- Assist in the Triaging of patients seeking emergency care to ensure treatment is offered in an orderly and timely manner

Improving Performance

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the EQuIP (Evaluation and Quality Improvement Program) model

- Participate in quality assurance programs
- Be able to manage and adapt to changes in rural dental service.
- Monitor current systems for efficiency and improvement
- In conjunction with other team members report on service quality achievement.

Information Management

Each employee has a responsibility to comply with Seymour Health's Privacy Policy, and to strictly maintain the confidentiality of any information obtained in the course of their employment. Any breach of the Privacy Policy will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic)

- Ensure that all staff are aware of the principles of confidentiality regardless of mode of communication i.e. Written, verbal or electronic, in accordance with statutory requirements and Seymour Health policies.
- Maintain strict confidentiality in accordance with Seymour Health privacy statement.
- Have experience in "Titanium" or other dental software and general computer skills in the use of the internet and email.

Human Resources Management

There are a number of mandatory clinical and non-clinical training sessions (evacuation, fire safety, manual handling, bullying and harassment etc) provided at Seymour Health which all employees are required to attend.

- Seymour Health employees are expected to understand and act in accordance with Policies and Procedures relevant to their work area. Seymour Health has a formal Code of Conduct which all employees are required to comply with. New employees are required to sign the Code of Conduct upon commencement of employment.
- Personal professional development maintenance
- Maintain self skills and knowledge in infection control and prevention of cross infection
- Observe all requirements in reporting of hours worked, leave applications etc

Safe Practice & Environment

In accordance with the Occupational Health and Safety Act 2004 each employee has the right to a safe working environment. Employees should advise the supervisor of any risk or condition likely to result in accident or injury.

- Each employee has the responsibility to take reasonable care of his or her own health and safety and to cooperate with Seymour Health's Safe Practice & Environment policies and procedures.
- It is the employee's responsibility to participate in safety education and evaluation activities.
- Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. All staff adhering to the policies and procedures as set out in Seymour Health's Safe Practice & Environment Manual can most

effectively achieve this minimisation.

- Have intimate knowledge of infection control and prevention of transmission as well as sterilization protocol
- Have responsibility for the decontamination packaging tracking and sterilization process for reusable items that are required for patient care within a dental clinic
- Work in partnership with the CSSD based at Seymour Health to ensure all sterilisation needs of the SDS are achieved
- Promote a Safe work Place within the clinic

SPECIALIST SKILLS AND KNOWLEDGE

Demonstrate willingness to undertake relevant training/course to develop skills and required knowledge.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Certificate 3 in Dental Assisting Australian Dental Association Dental Assistant certificate or their equivalent.

Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**

Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others

- **Accountability and Responsibility**

Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.

- **Honesty, Integrity and Trust**

Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.

- **Support**

Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.

- **Open and Transparent Communication**

Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

Occupational Health and Safety

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace..
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

KEY SELECTION CRITERIA

Essential:

- Certificate 3 in Dental Assisting Australian Dental Association Dental Assistant certificate or their equivalent
- Excellent Customer Service skills
- Experience in professional like minded environment
- Professional presentation
- Excellent time management skills and attention to detail with an excellent work ethic
- High level knowledge of confidentiality and prioritising of conflicting work priorities

Desirable:

- Working Knowledge of IT applications including Titanium

Special Requirements

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- New staff will be required to have a Working with Children's Check.
- Employees are required to advise Seymour Health of any changes that may affect the current Police Records check status, and advise Management immediately.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

INCUMBENT STATEMENT

I, _____ have read, understand and accept
(please print name)
the above Position Description.

Signed: _____ Date _____

Copy to staff member: Yes No