

## **POSITION DESCRIPTION**

November 2017

This Position Description is a guide and will vary from time to time and  
between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

Dental Assistant  
Community Dental Service

### **REPORTS TO (Title):**

Clinical Team Leader, Clinical Manager, Service Manager

### **REPORTS ON A DAILY BASIS TO:**

Clinical Team Leader

### **PRINCIPAL OBJECTIVES**

To assist and work in conjunction with team members in the provision of quality care based on the Community Dental Service (pre-school, primary, intermediate children and any others who may be deemed appropriate from time to time) to a specified area of Canterbury. It involves working closely with staff, parents, school staff and others as may be identified from time to time.

### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

#### **INTERNALLY:**

- |   |  |
|---|--|
| 1 | Colleagues, Community Dental Service                                     |
| 2 | Call Centre, Clinical Manager, Service Manager, Community Dental Service |
| 3 | Admin and Support Staff  |
| 4 | Logistic Co-ordinator  |
| 5 | Facility Co-ordinator  |

#### **EXTERNALLY:**

- |   |  |
|---|--|
| 1 | Patient, Clients and their families and whanau and wider community |
| 2 | School staff   |
| 3 | Well Child providers   |
| 4 | Students   |

## **KEY PERFORMANCE OBJECTIVES:**

### **TASK 1**

*To co-operatively organise clinic systems to help provide efficient and effective delivery of the Community Dental Service in accordance with service requirements, timeframes and standards.*

#### ***Measure***

##### **Administration/Organisation**

- All administrative clinic requirements are met and a record is kept of all clinic activities in conjunction with community clinic colleagues.
- Data is accurately entered on the Electronic computer system. **This excludes Treatment data which is to be entered by the Dental Therapist as part of their clinical compliance.**
- All electronic records are maintained and are up to date.
- All enrolments and withdrawals are actioned.
- Daily clinic schedules are developed and loaded into electronic appointment book in conjunction with the Dental Therapist and your community clinic colleagues.
- Networks are established with school staff and this is evident through up to date school calendars, rolls, admissions, withdrawals and contact information being available to your community clinic.
- All equipment and supplies are maintained, ordered, stored, and rotated to ensure availability for clinical treatment and in order to avoid outdated supplies in conjunction with community clinic colleagues.

#### ***Measure***

##### **Clinical**

- Ensures a suitable flow of patients are maintained for clinic and mobile situations. Instrument treatment trays are set up in accordance with service policy.
- Practice Four Handed Dentistry with the Therapist for each procedure.
- Level 1 mobile van's are organised for provision of screening and prevention work in conjunction with school availability and community clinic requirements.
- Level 1 mobile are positioned/returned and set up/broken down in conjunction with the Dental Therapist as per planned schedule.
- Level 1 mobile are restocked and cleaned in conjunction with the Dental Therapist after use.
- Xrays are processed accurately and available to Dental Therapists for reading.
- Working knowledge of dental instruments, materials and dental terminology.

**TASK 2**

***To ensure that the risk of cross infection is minimised by following current Community Dental Service protocols and standards.***

**Measure**

- Compliance with the Infection, Protection and Control (IPC) Standards of the Community Dental Service Manual is demonstrated in community clinics and mobiles.
- Active involvement with audits of IPC management and working with Dental Therapist and IPC staff to implement changes as required.

**Task 3**

***To take all practical steps to ensure own, colleagues and client safety while at work as per Health & Safety Policy***

**Measure**

- Attend relevant Health and Safety training
- Hazards, accidents or incidents are reported as per DHB policy
- Ensure there is no action undertaken that would cause harm to self, staff or others
- Complete the Equipment Logs and review equipment maintenance requirements
- Monitor clinic cleaning daily to ensure cleaning standards are met and audits of cleaning are carried out in conjunction with community clinic colleagues.

**Task 4**

***To actively participate within the Community Dental Service***

**Measure**

- Attend and actively contribute and participate in team/service meetings as documented in minutes
- Evidence of input into the review and development of procedures and Quality Improvement Processes (QIP)
- Actively participate in and complete an annual Individual Performance Review and Career Progression when identified
- Provide peer/colleague support
- Participation in performance management in accordance with P&C policy

**Task 5**

***To be responsible for own development of personal knowledge and skills***

**Measure**

- Skills and knowledge updated as relevant to the position
- Update, establish and maintain a personal portfolio

### **HEALTH & SAFETY:**

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

### **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

### **QUALIFICATIONS & EXPERIENCE:**

#### **MANDATORY**

- Current Class 1 drivers licence
- Key Board skills to a level of at least 25 words per minute
- Have worked in a Windows/Mac environment
- Knowledge of Microsoft Office and Outlook
- NCEA Level One, or equivalent (i.e. life skills)

#### **DESIRABLE**

- Previous dental assisting experience/ qualification an advantage
- People Management skills in appointment focused setting
- Previous experience in a child centred environment
- Knowledge of Treaty of Waitangi and Pacific cultures

**PERSONAL ATTRIBUTES:****MANDATORY**

- Ability to learn new skills quickly
- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

**DESIRABLE**

- Excellent communication skills
- Demonstrably excellent organisational skills
- Awareness of and sensitivity to cultural diversity
- Flexibility, adaptability and openness to change
- Pride in achieving high work standards
- Ability to work as an effective team member

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.