

Recognises that client, community and staff engagement in all aspects of our activities is essential for effective governance and

Strives to provide quality services, in a professional, timely manner, to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired who use sign language as their primary mode of communication

Is committed to partnering with other organisations to offer integrated health and well-being services based on self management principles that are consistent with state-wide health needs and social priorities.

The MonashLink Guiding Values are:

Quality, Accountability and Leadership.

POSITION OBJECTIVE:

The position of Dental Nurse exists to ensure the efficient and effective provision of high quality assistance to dental practitioners and their clients to ensure good dental health outcomes.

The Dental Nurse will be required to develop solid working relationships with the full range of dental program staff. Equally, the position will be required to liaise with a wide range of internal health professionals as well as external community service providers.

To achieve this objective the Dental Nurse will liaise with the Program Manager, Clinic Co-ordinator and work collaboratively with the full range of dental health staff and with clients and external service providers.

DUTIES AND RESPONSIBILITIES

Service Delivery

- Assisting the dentist in providing direct patient care in accordance with the Community Dental Program Service Guidelines.
- Following MonashLink's Infection Control Policy and procedures, maintaining effective and efficient infection control at all times.
- Providing feedback to the Dentists, Clinic Coordinator and/or Dental Manager on issues related to personal and clinical performance.
- Daily preparation, maintenance and management of the dental surgery to enhance efficient patient throughput.
- Preparing equipment, dental materials and instruments for each patient according to required dental treatment.
- Providing chairside assistance during dental treatment including the preparation and mixing of all dental materials.

- Managing an adequate supply of stock items by forwarding stock replenishing requests to reception staff on a regular basis and appropriate rotation of stores items.
- Assuming responsibility for the sterilisation and maintenance of dental instruments and equipment within the dental clinic.
- Preparing developing and fixing solutions and develop radiographs with subsequent filing and storage.
- Ensuring storage, packaging and collection of infectious waste/sharps and used developing/fixing solutions in accordance with MonashLink's infection control policy.
- Undertaking general administrative and clerical duties including duties related to client care including recording of dental examinations on dental charts, ensuring patient record details are available for daily appointments.
- duties related to service delivery including arranging and recording client appointments and assisting with enquiries.
- Ensuring a professional approach in relation to work duties including the provision of quality customer service.
- Assisting the dentist with referral of clients for specialist services.
- Participating in dental staff meetings and other MonashLink activities as required
- Other duties which are within the skills, competence and training of the position holder and peripheral to the position
- Work at all times in accordance with service philosophy, policies and procedures towards the achievement of organizational program and service aims and objectives.
- Demonstrate commitment to achieving Dental Service objectives through flexibility in task performance, work location and hours of work.

Health Promotion

- Contribute to MonashLink Community Health Service health promotion activities and participate in developing relevant programs and projects in line with MonashLink's Health Promotion Plan.
- Work collaboratively with health professionals in developing a comprehensive multi-disciplinary health promotion approach to the local community as required.
- Providing significant emphasis on oral health education at the individual dental care consultation.

Administration

- Maintaining comprehensive and up to date client records according to quality standards and ensures their safe custody and confidentiality at all times.
- Preparing and maintaining appropriate statistical data, reports and analyses for activities and services for which responsible and make recommendations as appropriate.
- Supervising trainees as required.
- Assisting management with induction of new staff members including casual staff.
- Providing advice to management in respect of areas of responsibility and professional expertise as circumstances require and as requested.

Continuous Quality Improvement

- Support the organisational culture, which promotes continuous service improvement and innovation.
- Contribute to the QICSA Accreditation Process, including identifying, developing, implementing and evaluating quality improvement activities.
- Participate in identifying professional development and training needs and attend professional development activities as required.
- Assist the Program Manager in developing policies and procedures for the Dental Team and MonashLink as appropriate.

Occupational Health & Safety

Actively support a range of activities in accordance with Occupational Health & Safety legislation obligations and in line with the MonashLink Risk Management Program.

- Support and participate in the MonashLink OH&S Risk Management Plan and implement the plan (where appropriate) at discipline/organisation level.
Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.
- Report injuries in the Site Register

Equal Employment Opportunity

- Responsible for observing and practicing the principles and obligations of Equal Employment Opportunity, which include:
 - A workplace which is free from harassment;
 - Ensuring that activities and practices prevent and eliminate unlawful discrimination;
 - Promoting merit and equity in the workplace;
 - Contributing to the successful management of diversity in the workplace in the workplace.

Organisation Policies and Procedures

- Complying with MonashLink specific Regulations, Policies and Procedures as applicable and as amended from time to time.

REPORTING RELATIONSHIPS

This position is accountable to the Clinic Coordinator (Dental Nurse)

QUALIFICATIONA AND EXPERIENCE REQUIRED:

Mandatory Qualification

- Possession of a recognised Dental Assistant Certificate of Accreditation and badge issued by the Council of the Australian Dental Association or equivalent.

Desirable Qualifications

A Sound knowledge of community health principles and a commitment to providing primary health services in the community or a qualification in a relevant field, health promotion, community health, public health, youth and family, or aged care

Experience and Skills

- Proven ability to work well within a team with well developed interpersonal skills.
- Demonstrated ability to be organized, efficient and productive and to achieve objectives and targets.
- Demonstrate a high level of clinical competence, and a knowledge and understanding of required applications and procedures delivered through public, private and specialist providers .
- Demonstrated commitment to continuing personal and professional development.
- Sensitivity to, and an understanding of, particular needs of clients from CALD background.
- Developed written and verbal communication skills.
- Basic computer skills.
- Ability to speak a relevant community language desirable.

Key Result Areas

1. Assistance with achievement of the requirements specified by the organisation in the DHSV Community Dental Program Service Agreement
2. Client documentation is in accordance with the Client Health Records policy
3. Engagement in developing a culture of quality and continuous improvement in line with accreditation.
4. Working proactively with other various disciplines of the Service.
5. Demonstrating commitment to ongoing professional development and education.
6. Ensuring customer service focus and accountability in accord with MonashLink values

Service Values

The values of MonashLink will be demonstrated by:

Quality

By providing excellent services that exceed client expectations, comply with the highest professional standards and empower clients to optimise their health and well-being.

Accountability

By being responsive and responsible to clients, the community and other stakeholders

Leadership

By being an agent for social change, embracing innovation in promoting and improving community health and well-being and advocating for and building trust amongst our community and partners.

Approved:..... Dr Felicia Valianatos

Dental Program Manager
MonashLink Community Health Service

<p>I acknowledge and agree that the above position description is an accurate reflection of the role of Dental Nurse at MonashLink CHS</p> <p>Signed: Employee</p> <p>Name:</p> <p>Date:.....</p>

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