

Simcoe Muskoka District Health Unit
POSITION DESCRIPTION

POSITION TITLE: DENTAL ASSISTANT	POSITION NUMBER:
SERVICE AREA: Clinical Service	PROGRAM AREA: Oral Health
REPORTS TO: Oral Health Program Manager	REVIEW DATE: May 10, 2006 <i>(This Position Description replaces the May 10/06 Position Description for Dental Health Educator(DHE))</i>
PURPOSE OF POSITION: To provide oral health programs in elementary schools including the screening program, Dental Indices Survey (DIS), clinical preventive services including oral hygiene instruction and oral health presentations.	
POSITION SKILLS & COMPETENCIES REQUIRED:	
Education: Community College Diploma, completion of Level I Dental Assisting Program. Must be certified by the Ontario Dental Assistant's Association and the Canadian Dental Assistant's Association. Completion of Level II of the Dental Assisting Program is an asset. Related experience: 1-3 year's relevant experience in dental assisting, including infection control standards. Specific knowledge, skills, abilities: • Intermediate knowledge of dental assisting and infection control standards • Intermediate oral and written communication skills, including charting • Intermediate interpersonal skills • Demonstrated ability to maintain consistent, accurate documentation and to apply effective & efficient research methodology • Basic skills in Microsoft Word and Outlook • Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district	
KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):	
Provide assistance to the Dental Hygienist during the Dental Screening Program and DIS program Ave. % of time: 45% • Carries forward from the previous year's screening program any outstanding findings, and prepares the client records and demographic records for the school screening • Records findings on a client record, completing forms for parents of screening findings • Records survey information of the DIS every year and collects data for other studies; ensures proper research procedures are followed to provide meaningful statistics • Provides charting of findings for the screening programs and DIS; must use consistent and accurate charting language to ensure correct information	
Provide chair-side assistance to the Dental Hygienist during the provision of the Pit & Fissure Sealant Program & the Topical Fluoride Program Ave. % of time: 45% • Maintains appropriate infection control measures during dental clinical interventions, including but not limited to disinfectants, barrier methods, and use of distilled water for clients, and flushing dental unit water lines after each child is treated • Following screening, call parents, if required to collect health histories and may answer parents' questions as appropriate	

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued:	
Provide one-on-one oral health teaching to at-risk children	Ave. % of time: 5%
Maintains appropriate infection control standards during oral hygiene instruction sessions	
Deliver group and individual education sessions in a variety of settings within schools and the community	Ave. % of time: 5%
- Develops and/or updates lesson plans - Distributes handouts and other oral health promotional materials - Develops and delivers presentations to community groups	
Contribute to team and agency effectiveness	Ongoing
- Works collaboratively as a member of the team; contributes to positive team functioning - Assists service, program and functional units in carrying out their mandates - Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values and strategic directions - Respects and ensures confidentiality in all work performed on behalf of the Agency - Demonstrates a strong customer service focus in dealing both internally and externally - Participates on Agency-related committees as assigned - Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster	
<i>Management has the right to change position requirements from time to time as Agency conditions dictate.</i>	
CONTACTS & COMMUNICATION:	
Internal: Dental Hygienists, Senior Dental Assistant, Program Manager Oral Health, other Dental Assistants, other program and administrative staff	
External: School Principals/Secretaries/Teachers/ Pupils, Parents/Guardians	
RESPONSIBILITY FOR RESOURCES:	
Staff: N/A	
Financial: N/A	
Information: Accurate documentation of client records; charting of findings for screening program; recording of survey information of DIS and collection of data for other studies; development and updates re lesson plans.	
Materials & Equipment: Troubleshoot and make minor repairs to dental equipment in event of a malfunction; use of materials and equipment related to job function.	
EFFORT REQUIRED:	
Mental:	
- Considerable attention to detail/audio concentration for clinical findings at school screening and DIS programs, chair-side assisting for Pit & Fissure Sealant Program and Topical Fluoride Program - Considerable attention to detail/visual concentration for recording and charting information - Must complete programs between September and June each year. May be required to reschedule program or alter work plan due to snow days, special events, class trips, letters not sent to parents - Some analysis required to assess situations & respond appropriately when dealing with school staff, parents - Negotiation and conflict resolution required in work with other staff and clients	
Physical:	
- Considerable lifting and moving of portable dental equipment in/out of health unit vehicle and transport portable dental equipment in and out of schools for clinics; heavy weight (over 35 pounds, e.g. compressor is 70 pounds) - Considerable sitting with head down during screening & DIS programs and during clinical program when sitting in perched position. - Considerable manual dexterity is required for charting & survey recording and for clinical aspects of the job, e.g. suctioning, rinsing the oral cavity.	

WORKING CONDITIONS SPECIFIC TO POSITION:

- Most of the position responsibilities are performed in elementary school settings, with minimal time in a general office setting.
- Considerable exposure to adverse conditions i.e. uncomfortable temperatures & noisy environments in schools, cramped working conditions, poor ergonomics in clinics
- Moderate exposure to potentially infectious bodily fluids, e.g. infectious blood & saliva spatter when helping children with tooth brushing; exposure to chemicals (disinfectants, phosphoric acid, bleach)
- Constant travel is required to schools in the Simcoe Muskoka District and/or to community groups

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Clinical Service

MOH/CEO SIGNATURE: Original document signed by Dr. Charles Gardner, MOH

DATE: _____

POSITION HISTORY: - Nov.2;06 - Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.

April 19/07 - The initial May 10/06 Position Description was replaced with corrected version of the Position Description for the Dental Health Educator(DHE) position, based on a correction regarding position expectations i.e. Education requirements (+ Knowledge) and Accountabilities (+Health & Safety), including a title change from Dental Health Educator to Dental Assistant.

May 18/07 – change in job evaluation of May 10/06 Position Description as a result of Position Description replacement i.e. Knowledge & Health & Safety.

May/06