



**POSITION DESCRIPTION**

<b>Position No:</b>	F3557	<b>Directorate</b>	Allied Health	<b>Review Date</b>
<b>Position Title</b>	Apprentice Dental Technician			2011
<b>Award/Agreement</b>	Health Professionals – Victorian Public Sector			
<b>Award Classification</b>	DZ 26 – 29 (level dependent upon experience)			
<b>Hours Per Fortnight</b>	80	<b>ADO included</b>	Yes	
<b>Reports To</b>	Lead Dental Technician			

**ORGANISATIONAL INFORMATION:**

Djerriwarrh Health Services incorporates the Bacchus Marsh, Melton and Caroline Springs campuses, serving an estimated population in excess of 75,000 and provides acute hospital, aged care, outpatients and primary care services to the community.

Dental services are provided from the Melton Health campus, and include a twelve chair dental facility complete with a dental laboratory and central sterilising supply department (CSSD). The dental clinic operates in partnership with La Trobe University to provide a teaching facility for dental students.

Dental technicians construct and repair dentures (false teeth) and other dental appliances including crowns, bridges, partial dentures, pre and post oral and maxillofacial surgical devices and orthodontic appliances in a laboratory. Skills included plaster casting, electro-spot welding, metal casting, metal polishing, wax modelling, ceramics, wire bending, electroplating and sandblasting.

Dental technicians may perform the following tasks:

- Make models of the mouth and teeth from impressions of the patient's mouth (taken by the dental prosthetist [clinical dental technician] or dentist);
- Build up wax replicas of part or all of the mouth and/or teeth on the model;
- Encase the wax in a mould material and melt away the wax;
- Replace the wax with either plastic, metal or ceramic materials to make the replacement appliance;
- Polish and finish the appliance prior to it being placed in the patient's mouth



**Mission Statement:** ‘Helping people of our community to better health and well-being’

**Values:** Djerriwarrh Health Services is committed to the following values, which underpin the basis of our principle key objectives;

- Integrity and professionalism
- Team work
- Efficient and cost effective services
- Maximised patient/client satisfaction
- A commitment to quality outcomes
- Respect for all staff
- Management by fact
- Performance accountability

**PURPOSE OF THE POSITION:**

- Be part of a progressive dental team that facilitates contemporary work practices, carrying out duties required of an Apprentice Dental Technician.
- Learn about laboratory procedures and removable prosthetic appliance therapy, under supervision of the Lead Dental Technician.
- Successfully complete the Diploma Dental Technology (Apprenticeship) course at RMIT.

**REPORTING RELATIONSHIPS:**

<b>Direct Report Line Manager</b>	<b>Position No:</b>
Lead Dental Technician	F3555
Manager Dental Services	F3491

**PRE-REQUISITES FOR THE POSITION:**

**Mandatory:**

- Interest in Dental Services and an ability and willingness to successfully complete Diploma Dental Technology (Apprenticeship) course at RMIT.
- A satisfactory police check.
- Demonstrated literacy and numeracy skills equivalent to Year 12 VCE English and Year 11 VCE Mathematics.
- Oral communication skills to accurately provide, interpret and respond to simple and routine instructions.
- Basic computer skills.
- Excellent personal presentation.
- Manual dexterity and ability and concentration to complete precise and detailed work.
- Ability to judge form and design.

**DUTIES REQUIRED OF THE POSITION:**

**Main responsibilities:**

- To successfully complete the Diploma Dental Technology (Apprenticeship) course at RMIT.
- Attend RMIT (Melbourne) in accordance with the designated school timetable, and make timetables and course requirements available to the Lead Dental Technician.

- Demonstrate commitment to undertake continuing professional development training as requested by the Lead Dental Technician.
- To learn about and assist laboratory staff in the construction and repair of dentures and other dental appliances which may include crowns, bridges, partial dentures, mouthguards, pre and post oral and maxillofacial surgical devices and orthodontic appliances.
- Ensure that all work performed is of a high standard, as guided by the Lead Dental Technician, and seek assistance where required.
- Provide a professional approach to patients, maintaining quality customer care at all times.
- Maintain patient information and dental records within the Titanium patient management system, or other software programs as instructed by the Lead Dental Technician.
- Develop good working relationships with colleagues.
- Participate in meetings and organisation activities.
- Be able to adapt to changes in a uniquely integrated dental service.
- Assist with stores ordering or stocking stores as directed by the Lead Dental Technician.
- Advise Lead Dental Technician of any issues in relation to equipment repairs and maintenance.
- Undertake other duties as specified by the Lead Dental Technician.

## **GENERAL RESPONSIBILITIES FOR ALL POSITIONS**

### **1. Occupational Health and Safety**

Each employee has the right to a safe working environment and should advise their Manager of any risk or condition likely to result in accident or injury. Each employee has the responsibility to ensure their own health and safety and to co-operate with DjHS procedures as well as participating in appropriate safety education and evaluation activities.

### **2. Infection Control**

Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. All staff adhering to the procedures as set out in the organisation's Infection Control Manual can most effectively achieve this minimisation.

### **3. Quality Improvement**

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the relevant accreditation framework.

### **4. Workplace Harassment and Bullying**

Djerriwarrh Health Services adopts and applies the Victorian State Government Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee is obliged to apply DjHS procedures and participate in appropriate education and training.

### **5. DjHS Standing Orders and Procedures**

DjHS Standing Orders and Procedures are fully set out in the Procedure Manuals located throughout the organisation. It is the responsibility of each employee to familiarise themselves with these Manuals.

**6. Confidentiality Policy**

Each employee has a responsibility to comply with the organisation’s confidentiality procedure as it is a condition of employment. Any breach of the Confidentiality Procedure will result in disciplinary action and/or dismissal under the conditions of the Health Services Act (Vic).

**KEY PERFORMANCE INDICATORS FOR THIS POSITION:**

- 1. To meet the minimum requirements of the position as stated in this PD or as expressly agreed with your Manager.
- 2. To meet objectives as agreed in your Performance Review Plan.

**PERFORMANCE REVIEW**

The Manager of Dental Services will undertake regular performance reviews based on Key Performance Indicators stated in the Performance Management Plan.

**KEY SELECTION CRITERIA**

- KSC1** Demonstrated interest in Dental Services and an ability and willingness to successfully complete Diploma Dental Technology (Apprenticeship) course at RMIT.
- KSC2** Demonstrated literacy and numeracy skills equivalent to Year 12 VCE English and Year 11 VCE Mathematics.
- KSC3** Oral communication skills to accurately interpret and respond to simple and routine instructions.
- KSC4** Basic computer skills.
- KSC5** Excellent personal presentation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2010

\_\_\_\_\_  
(Employee) Date \_\_\_\_\_

\_\_\_\_\_  
(Manager Dental Services) Date \_\_\_\_\_

\_\_\_\_\_  
(Director of Allied Health) Date \_\_\_\_\_