

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: DENTAL ASSISTANT	3. Salary Level: 18-15	4. Division: Dental Services
5. Reports To: Chief Dental Officer	6. Direct Reports: Dental Officer	
7. Primary Objective : To assist dental operations in clinical procedures for efficiency and to maintain a high standard of infection		

8. DECISION MAKING AUTHORITY (only to be completed by decision making positions)		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
8.1 Without Referral to Manager: <ul style="list-style-type: none"> • Maintenance of instruments and equipments • Arranging of appointments for patients 	<ul style="list-style-type: none"> • CDO • DO/SDT/DT • Pharmacy • SAS/AS 	Monthly meetings and daily consultation Daily operations and patient care as needed for ordering drugs and supplies for dental tours As needed for administrative issues
8.2 After consultation with Managers or others: <ul style="list-style-type: none"> • Overtime approval for extra duties • Changes to clinical operations an rosters 		
8.3 Referred to Manager or others. <ul style="list-style-type: none"> • Patient management and care 		

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<ul style="list-style-type: none"> Approval for annual leaves 		
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9. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA: KPA 3. HEALTH**
- **MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis, STIs and HIV/AIDS), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery**
- **Divisional/Departmental/Unit Plan: MHMS**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>KRA 1: Efficiency running of individual dental surgeries</p> <p>KRA 2: Infection control standard maintained</p> <p>KRA 3: Quality Dental Treatment to the public</p> <p>KRA 4: Care and maintenance of Dental Equipment and Instruments</p>	<ul style="list-style-type: none"> • Assisting dental operators (Dental Officers, Dental Therapists, Dental Hygienists) in Dental surgeries, Theatre or on outer islands • Ensuring all dental materials and equipment are available in surgeries • Calling of surgeries and equipment's • Sterilizing of used dental instruments • Aseptic technique in surgical procedures • Passing of instruments and materials to operator • In - house training/Workshops/Refresher presentations monthly 	<ul style="list-style-type: none"> • Increased number of patients seen /day • Reduction in waiting time for patient to be seen • Running on schedule for patient appointments • Clean and tidy surgeries • Reduction in post-operative infections • Reduced public complaints • Reduction in post-operative Infections • Increased life span of instruments and equipment's • Reduction in breakdown of equipment and breakage/damage to instruments

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	<ul style="list-style-type: none"> • Cleaning and maintenance of dental equipment and instruments 	
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • To be able to maintain a high standard of infection control • High expectation from dental operators on identification and use of dental materials and instruments with minimal training • To work in h highly infectious environment in contact with body fluids and blood with use of standard precautions • To be exposed to hazardous chemicals and to handle them safely 	<p>PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none"> • At least Form 5 KNC with good passes in 4 subjects including English or its equivalent <p>Desirable Computer literate Good interpersonal and communication skills</p> <ul style="list-style-type: none"> • PREVIOUS EXPERIENCE REQUIRED <p>Minimum Work experience in a dental field</p> <p>Desirable Work experience as a dental assistant</p> <p>Key attributes: The post holder should have a caring and friendly nature, Be able to work as a team, courteous and respectful to Seniors and willing to learn new things</p>

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