

POSITION DESCRIPTION

Position Title	Manager - Dental Simulation Facility
Position No	16246
Faculty/Centre	Health Science, Community and Social Studies
Department	Allied Health Services and Science
Classification	PACCT Worker Level 5 (PW 5)
Prepared By	Head of Department - Allied Health Services and Science
Date	November, 2023
Approved By	Associate Director - Human Resource Operations
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Prepare equipment and materials suitable for the practical teaching and delivery of oral health and dental assisting teaching programs in junction with academic and other support staff 2. Provide specialised technical support for dental programs 3. Ensure the development of resources relevant to infection control, safety in clinical spaces and the safe use of dental materials in the simulation and dental clinic spaces. 4. Provide support with administrative duties related to the dental laboratories. 5. Establish and maintain a safe work environment that is compliant with departmental Occupational Health and Safety (OHS) policies and procedures, including relevant legislation.
Manager/Supervisor	<p>Head of Department – Allied Health Services and Science</p> <p>This position will have a functional reporting relationship to the both the Program and the Discipline Leads for the Bachelor of Oral Health (Therapy/Hygiene)</p>
Subordinates	Not Applicable
Internal Communication Requirements	<ul style="list-style-type: none"> ▪ The Head of Department, the Program and Discipline Leads and academic staff involved oral health and dental programs. ▪ Teaching/training, administrative and relevant support staff associated with the operations of the dental simulation facility. ▪ Internal clients in departments and faculties, including students and staff, in relation to laboratory requirements and maintenance, and the provision of support and information ▪ Management and staff, including the OHS Officers, in departments and faculties across the Institute as required to undertake the responsibilities of the position.

External Communication Requirements

- Faculty partners, employers, industry representatives and clients, and other external stakeholders, relating to department programs and facility operations.
- Suppliers, consultants and service providers for resources and equipment required for the effective operation and strategic development of the dental simulation facility.
- Government and other associated regulatory agencies in relation to administrative, compliance and operational requirements including registration of products and equipment licenses.

Specific Accountabilities

1. Prepare the simulation and dental clinic in accordance with instructions from management and academic staff and ensure that simulation areas are appropriately stocked with instruments and consumables.
2. Ensure the ongoing functioning of the simulation and dental clinic supports the achievement of departmental strategic and operational requirements and objectives of course delivery.
3. Identify any malfunctioning of simulation laboratory equipment and furnishing before, during and after simulation sessions, and perform routine maintenance including the coordination of annual maintenance, servicing and repair schedules.
4. Ensure materials and equipment are quality assured, appropriately stored, maintained and subsequently dispensed to, and returned by, students following use.
5. Effectively manage the budget for the simulation and dental clinic and manage inventory including instrument orders for students at various points in the academic year.
6. Advise the Head of Department, and other relevant senior positions within the department, on physical resource requirements and the budget implications, and provide input to influence the decisions within the work area and their impact on other functions / areas.
7. Develop and manage clinic documentation systems including:
 - local procedures and guidelines
 - equipment location lists
 - resource materials
 - attendance sheets.
8. When requested, assist academic teaching staff during simulation and clinical classes to monitor student compliance with ethical and OHS requirements.
9. Maintain appropriate professional and educational standards when interacting with students, clients and stakeholders in relation to the simulation and dental clinic facilities and functions.
10. Maintain knowledge and awareness of, and competence with, new developments within the industry to ensure the application of best practice and advancements in dental simulation technology including changes to local and national infection control processes and protocols.
11. Clean clinical spaces and equipment, and maintain a safe storage, handling and disposal system for dangerous substances, chemical and biological material and medical sharps.
12. Comply with the Holmesglen procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of administrative systems and processes.

Qualifications and Licences

13. Capable of liaising, on an individual and team basis, with employees at all levels of the Institute and with counterparts in other organisations to discuss specialist matters and with other employees to resolve intra-organisational problems
14. Work independently within overall Institute policies and guidelines. (*Ability to: work independently and/or coordinate work effectively and collaboratively in a team environment*)
15. Provide specialist interpretation, advice and decisions based upon established operational practices, professional standards, policies and procedures. (*Technical proficiency with equipment related to the delivery of pathology and biotechnology programs including the ability to support and provide an optimum environment for practice-based teaching and learning.*)
16. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
17. Act in accordance with Holmesglen's safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety (OHS) legislation.

Minimum

- Certificate IV in Dental Assisting
- Current valid driver's licence

Preferred

A relevant degree in a dental, medical, life science area or a related discipline, and relevant experience.

Knowledge

- Knowledge of:
 - Dental clinic operations, procedures and systems
 - the correct and safe operation of a wide range of laboratory equipment and materials, their storage and handling
 - and ability to apply Equal Opportunity and OHS principles.
- Proficient understanding of AS/NZS 4815: Office-based health care facilities including:
 - reprocessing of reusable medical and surgical instruments and equipment
 - maintenance of the associated environment
 - Australian Dental Association (ADA) Guidelines for Infection Prevention and Control (Fourth Edition).
- Understanding of, and appreciation for, individual differences, fostering an inclusive educational environment that values and leverages the richness of diverse perspectives and abilities.

Experience

- Demonstrated experience in the operations of a dental facility
- Experience within a teaching environment and managing the day-to-day operations of an allied health service practice-based teaching/learning facility would be an advantage.
- Experience in dealing with a broad range of people, including allied health professionals, relevant industry contacts and external stakeholders.
- Experience in:

	<ul style="list-style-type: none"> - the handling of dental instruments, sterilisation and infection control protocols and processes within a dental clinic environment - the operation and coordination of a dental clinic environment, inclusive of ordering and monitoring of consumables and dental equipment servicing and repairs - liaising with external organisations and suppliers - delivering high level customer service providing courteous, informative and accurate responses to all enquiries. ▪ Setting priorities against competing demands whilst demonstrating and maintaining a high level of accuracy and attention to detail. ▪ Technical proficiency with equipment related to the delivery of dental programs including the ability to support and provide an optimum environment for practice-based teaching and learning. ▪ Excellent interpersonal and written and verbal communication skills and a demonstrated ability to effectively liaise with external agencies and relate professionally to a diverse range of students, clients and other stakeholders. ▪ High level organisational, technological and administrative skills including the ability to organise tasks to ensure that service priorities are met. ▪ Proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and work concurrently on multiple tasks in an environment of competing demands. ▪ Ability to: <ul style="list-style-type: none"> - use initiative and work with a minimum of supervision including the precise and prompt execution of instructions - supervise and coordinate staff - develop, implement and document policy and procedures relevant to an allied health service practice-based teaching/learning and simulation facility - work independently and/or coordinate work effectively and collaboratively in a team environment. - exercise judgement and initiative and to effectively adapt to changing needs - navigate and respond to evolving circumstances, demonstrating a flexible and adaptive approach to ensure effective decision-making. ▪ Competency in the use of Microsoft Office products as well as general database management software.
<p>Key Selection Criteria</p>	<p>In addition to qualification requirements the incumbent will have:</p> <ol style="list-style-type: none"> 1. Knowledge and proficiency in dental clinic operations. Experience in a dental simulation laboratory would be an advantage. 2. Technical proficiency with equipment related to the delivery of dental and science programs including the ability to support and optimise an environment for practice-based teaching and learning. 3. Proven ability to work as part of a team to provide and a demonstrated ability to supervise, support and advise staff at all

	<p>levels to ensure effective implementation of laboratory and practice-based teaching and learning services.</p> <p>4. Highly developed interpersonal skills, written and verbal communications skills and customer service skills with a demonstrated ability to liaise effectively with key stakeholders, external agencies and work colleagues.</p> <p>5. Proven ability to plan and organise systems of work, effectively manage time to meet deadlines, and prioritise multiple tasks and competing demands to achieve goals.</p> <p>6. Self-motivated with the proven ability to show initiative, work independently or within a team and to work flexibly to ensure service needs are met. A positive 'can do' attitude is expected.</p>
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Note

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- All employees must provide evidence of COVID-19 vaccination status.
- Due to the nature of the position, there is a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a current Victorian Employee Working with Children Check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.