Anness A

Ministeru	Ministeru għas-Saħħa u Anzjanità Attiva
L-impjieg	Dental Surgery Assistant

MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Dental Surgery Assistant jinkludu li:

i. jassisti lill-Kirurgu Dentali u l-Iġjenista Dentali matul varjetà ta' proċeduri ta' trattament fl-oqsma kollha tad-dentistrija, l-immaniġġjar tat-tagħmir u l-istrumenti, it-taħlit u l-preparazzjoni materjali tal-mili dentali, immaniġġjar ta' materjali tal-impressjoni u tagħbija ta' trejs talimpressjoni;

ii. jagħmel manutenzjoni regolari u manutenzjoni tat-tagħmir dentali u l-unitajiet dentali kollha u huwa wkoll responsabbli li jirrapporta kwalunkwe tagħmir difettuż lill-maniġment;

iii. iwettaq preparazzjoni ta' settijiet kirurġiċi orali, ippakkjar u sterilizzazzjoni ta' strumenti dentali;

iv. jipprevjeni cross infection, jipprepara, inaddaf, jiddiżinfetta, jippakkja u sterilizza strumenti dentali, tagħmir, u ż-żona operattiva;

v. jgħin lill-pazjenti jħossuhom komdi qabel, waqt u wara t-trattament dentali;

vi. jipprovdi lill-pazjenti b'istruzzjonijiet għall-kura orali wara estrazzjonijiet, kirurġija, restawr u proċeduri ta' iġjene orali;

vii. jassisti lid-dentisti u lill-iġjenisti dentali biex jgħallmu lill-pazjenti u lill-pubbliku ġenerali strateġiji xierqa ta' iġjene orali biex tinżamm is-saħħa orali (tfarfir tas-snien, flossing, pariri nutrittivi bażiċi relatati mas-saħħa tas-snien);

viii. iwettaq dmirijiet ta' reception li jinkludu skedar ta' appuntamenti u jwieġeb telefonati;

ix. jipprepara listi ta' pazjenti kliniċi ta' kuljum, jirkupra u jiffajlja l-istorja dentali tal-pazjenti;

x. jordna provvisti u materjali, biex jiġi żgurat li jinżammu l-livelli tal-ħażniet ta' materjali u strumenti użati fid-dentistrija;

xi. jaħdem fil-Ħdud u fil-Festi Pubbliċi fuq bażi ta' roster biex jgħin fil-Klinika ta' Emerġenza Dentali;

xii. jaġġorna ir-rekords u c-charts tat-trattament kif meħtieġ, kif ukoll noti mediċi fuq dettatura millkirurgu dentali u iġjenista dentali;

xiii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiv. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health and Active Ageing
Job title	Dental Surgery Assistant

MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

The duties of Dental Surgery Assistant include:

i. assists the Dental Surgeon and Dental Hygienist during a variety of treatment procedures in all fields of dentistry, handling equipment and instruments, mixing and preparing dental filling materials, handling impression materials and loading impression trays;

ii. performs regular maintenance and up keep of all dental equipment and dental units and is also responsible to report any faulty equipment to the management;

iii. performs preparation of oral surgical set-ups, packing and sterilizing of dental instruments;

iv. prevents cross infection, prepares, cleans, disinfects, packs and sterilizes dental instruments, equipment, and the operative area;

v. helps patients feel comfortable before, during and after dental treatment;

vi. provides patients with instructions for oral care following extractions, surgery, restorations and oral hygiene procedures;

vii. assists the dentists and dental hygienists to teach patients and the general public appropriate oral hygiene strategies to maintain oral health (tooth brushing, flossing, basic nutritional advice related to dental health);

viii. carries out reception duties which includes scheduling of appointments and answers telephone calls;

ix. prepares daily clinical patient lists, retrieves and files patients' dental histories;

x. orders supplies and materials, to ensure that stock levels of materials and instruments used in dentistry are maintained;

xi. works on Sundays and Public Holidays on a roster basis to assist in the Dental Emergency Service;

xii. records and charts treatment necessary as well as medical notes on dictation from dental surgeon and dental hygienist;

xiii. undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xiv. any other duties as directed by the Principal Permanent Secretary.