

Dental Assistant Accelerated Trainee

Title: Dental Assistant Accelerated Trainee	Reporting to: Team Leader Dental Assistants	
Portfolio: RDHM Program: All programs	Direct reports: N/A	
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) EA	
Classification:	Unqualified with > 12 months	
Employment Type:	Part Time	
Key Stakeholders:	Internal: Clinical and operational leads RDHM Quality & Safety team Transformation team People & Culture, Safety & Wellbeing DHSV corporate Universities, Community Dental Agencies	External: Patients/Consumers Families / Carers Students and university staff

Position Purpose

Oral Health Victoria offers an earn and learn program for experienced but unqualified Dental Assistants, to undertake a traineeship to gain qualification in a Certificate III Dental Assisting by undertaking a variety of activities including structured course learning, on-the-job experience and training. The Trainee will work closely with the Dental Assistant Coach, Dental Assistants, Clinicians and other members of the oral health team to utilize current experience and build skills and knowledge and achieve a Certificate III in Dental Assisting thereby enabling the provision of optimal patient care.

Our organisation

The Royal Dental Hospital of Melbourne is Victoria's leading oral health teaching institution. With over 130 years serving the community, RDHM stands as a beacon for oral healthcare in Victoria. In partnership with the University of Melbourne, RMIT and La Trobe University, we provide students with their earliest practical training. RDHM is funded and administered by Dental Health Services Victoria and accountable to the Victorian Minister for Health – Victorian Government.

Our Values

Respect | Accountable | Collaboration | Transform

Role Accountabilities: What you are accountable for	
Patient Experience	➤ Provide efficient and experienced clinical chair-side assistance through: • Preparing, maintaining and managing the clinical environment, including equipment, materials and instruments, in line with treatment plan, to enhance efficient patient throughput • Charting dental examinations • Preparing, developing and fixing solutions and developing radiographs • Assist in the provision of oral health education and promotion ➤ Comply with infection control principles through: • Sterilisation and maintenance of dental instruments and equipment • Storage, packaging and collection of infectious waste/sharps and used developing/fixing solutions • Assisting in Infection Control and Occupational Health and Safety audits and implementing recommended changes ➤ Ensure efficient client management including the provision of patient records and medical histories to the clinical staff and arranging and recording patient appointments ➤ Undertake and successfully complete in a timely manner all modules of the Certificate III in Dental Assisting Accelerated Program, both clinical and theoretical. ➤ Listen and respond appropriately to directions given by a qualified dental assistant or clinician ➤ Actively seek and participate in all learning and development opportunities
OHV Procedures & Policies	➤ A willingness to complete the Dentist Assistant Accelerated Traineeship Program within the agreed timeframe ➤ Demonstrate and promote a proactive commitment to health & safety, wellbeing and the environment by actively participating in the ongoing identification of risks. ➤ Maintain patient privacy and confidentiality in accordance with organisational procedures and policies. ➤ Participate in myPathway ensuring goals are signed off and reviewed ➤ Model behaviours that demonstrate the Victorian Public Health Sector and OHV values in all aspects of work. ➤ Maintain a commitment to child safety, equity and inclusion, and cultural safety ➤ Adhere to the DHSV Child Safety and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.
Other Duties	➤ Undertake other reasonable duties as requested ensuring effective and timely completion

Value Based Health Care DHSV is committed to the principals with the aim of managing the increasing demand for public dental services and achieving the best outcomes from the care we provide. Our VBHC framework guides how we work in a team to: ○ Be a person-centred system based on what people need ○ Provide the right services, by the right person, at the right time, in the right location ○ Achieve the best outcomes at the lowest cost ○ Integrate care across separate facilities Measure outcomes and costs for every client	
Health & Safety Take reasonable care of, and cooperate with actions taken to protect the health, safety and wellbeing of yourself and others. Follow safe work practices and directions, including the proper use of any personal protective equipment. Report any hazards, incidents and injuries to your supervisor or manager and enter into VHIMS	
Quality, Compliance & Risk Management At RDHM we all work together to deliver world class, high quality, safe and integrated oral health care that improves patient outcomes by fulfilling our safety and quality roles. We achieve this by: Working within the RDHM Quality and Safety systems. ○ Supporting RDHM in continuously improving care. We look for opportunities to improve in everything we do. Once identified we plan, implement, and evaluate improvements with the goal to improve the quality and safety of care provided. ○ Providing safe, integrated, appropriate and patient centred care	
Diversity & Inclusion By all contributing to being an inclusive workplace, we can be a workplace where everyone can feel like they belong ○ Recognise and appreciate the unique and different perspectives that each individual brings to the team ○ Challenge assumptions and stereotypes and actively contribute to an environment where everyone feels respected and included ○ Respect all ideas and people so that we can create an environment where everyone feels seen, heard, and valued. Inclusive teams are better teams and are integral to our success	
Privacy The Privacy Act regulates how we collect and handle personal information, including health information. Keep all health information (any information about a person's health or disability, and any information that relates to a health service they have received or will receive) confidential and do not remove it from RDHM. This includes patient scans and photographs. If your role includes reviewing complaints or complaint information, this information is confidential and not to be recorded within the dental record.	
Your Knowledge, Skills and Experience	
Knowledge and Skills	Mandatory

	• Basic knowledge of MS Office suite • Year 10 level or equivalent in verbal, written and numeracy skills • Police check • Working with Children Check • Current First Aid Certificate (HLTAID011) • Australian Citizen or permanent resident Desirable • Knowledge of OHV and public oral health
Experience	Mandatory • 3 years' experience in the dental industry • Good time management and organisation skills Desirable • Experience in providing customer service • Experience in working in a team and supporting peers • Experience in liaising with a culturally diverse group of people
Qualifications, Certifications and Other Requirements	
Qualifications, Certifications	N/A
Other Requirements	Satisfactory Working with Children's Check (Vic) and Police Check Vaccination requirements as required by the Department of Health guidelines, including COVID 19- Category B per Staff Immunisation Procedure
Competencies	
Behavioural Competencies	• Adaptability • Building Trust • Care management (patient facing roles) • Collaboration • Contributing to Team Success • Patient Relations (patient facing roles) • Decision Making • Quality Orientation/Initiating action • Managing Work • Patient Education
Role Location	This role is based on site

Document Title	Version	Sign off date
Dental Assistant Accelerated Traineeship	V1	15/07/2026

