



The Cayman Islands Health Services Authority, is the principal healthcare service provider in the Cayman Islands, offering the most comprehensive range of inpatient, outpatient and public health services through a 127-bed hospital and four District Health Centres on Grand Cayman, an 18-bed hospital in Cayman Brac and a satellite outpatient clinic in Little Cayman.

**We invite applications for the following position:**

**DENTAL SURGICAL ASSISTANT**

**Salary range: CI\$44,700 to CI\$60,108 per annum**

**The Health Services Authority provides a comprehensive range of oral health care services at clinics, schools, prisons, and other venues throughout the Cayman Islands. The average patient load ranges from approximately 4-16 patients daily comprising of emergency walk-ins, appointments and check-ups for periodontics, endodontics, prosthodontics, and paediatric dentistry.**

**Primary Responsibilities:** The post-holder works under direct supervision of an assigned dentist and other clinical staff in the treatment of dental patients as required in a modern and well-equipped surgery. Participation in a Saturday and Evening rotations are required, and applicants should enjoy working as part of a team. Other duties include chairside support to the dentist or other registered practitioner during treatment by performing cleaning and sterilization of instruments and work surfaces, and other infection prevention and control procedures to maintain the clinical environment. Record dental charting and oral tissue assessment carried out by other registrants and maintain patient records. Preparing mix and handle dental materials as prescribed, develop dental radiographs, monitor, support and reassure patients and relay dental advice under supervision of a registered practitioner.

**Qualifications and Experience:** The successful applicant must possess a certificate in Dental Assisting and at least two (2) years clinical experience working in a high-volume clinic. Good oral and written communication skills are required. Must be registerable with the Cayman Islands Health Practice Commission. Knowledge of oral healthcare and of the information and techniques needed to deliver standard care is essential along with familiarity with dental terminology and knowledge of principles and processes for providing patient care.

**A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates for this post.**

**NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to [hsa.jobs@hsa.ky](mailto:hsa.jobs@hsa.ky) using pdf format. Log on to our website at [www.hsa.ky](http://www.hsa.ky) to access Application Form and Job Description.**

**Deadline for post: December 8, 2024**

*Committed to Caring for You*

## Job Description

<b>Job title</b>	<i>Dental Surgical Assistant</i>	<b>Job Holder</b>	
<b>Reports to</b>	<i>Chief Dental Officer</i>	<b>Section</b>	<i>Dental</i>

### Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

The Health Services Department provides a comprehensive range of oral health care services at clinics, schools, prisons and other venues throughout the Cayman Islands.

The specific aims are:

- a) to reduce and treat dental decay
- b) to reduce and treat gum disease
- c) to detect oral cancer
- d) to ensure people with dental irregularities and oral deformities have access to early diagnostic treatment
- e) to ensure the public has access to emergency dental care
- f) to participate in dental health promotion activities

### Job purpose

Dental Surgical Assistant (Dental nurses) are registered dental professionals who provide clinical and other support to dentists, other registered dental practitioners and patients.

Dental nurses are not allowed to independently diagnose disease or do any form of treatment planning.

### Dimensions

The post holder must have training as a Dental Surgical Assistant plus a minimum of two years’ experience in a high volume clinic. Must maintain registration with the Cayman Islands Medical & Dental Council. (Health Commission).

### Duties and responsibilities

- assisting the dentist during a variety of treatment procedures
- developing dental radiographs (x-rays)
- checking and updating the patient's medical history
- assisting as an infection control officer and preparing and sterilizing instruments and equipment
- helping patients feel comfortable before, during and after dental treatment
- providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)

- Performing office management tasks that often require the use of a personal computer. Including training in dental software as required and applicable.
- communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies)
- Post holder will provide dental reception/clerical services or other various duties, which may be required in order to have the Department run smoothly.
- Post holder is required to work on Rota for Saturday mornings.

## Qualifications, Experience & Skills Requirement

### Education and Experience Requirements:

- Dental Surgical Assistants normally earn certificates after an academic and clinical certification training. International regulations and training vary for Dental Surgical Assistants. DSA must have at least two (2) years' experience and must maintain registration with the Cayman Islands Medical & Dental Council. (Health Commission).

### Knowledge:

- Knowledge of oral healthcare and of the information and techniques needed to deliver standard care.
- Familiarity with dental terminology, willingness to learn.
- Knowledge of principles and processes for providing patient care. Post holder has no budgeting responsibilities.

### Skills and abilities:

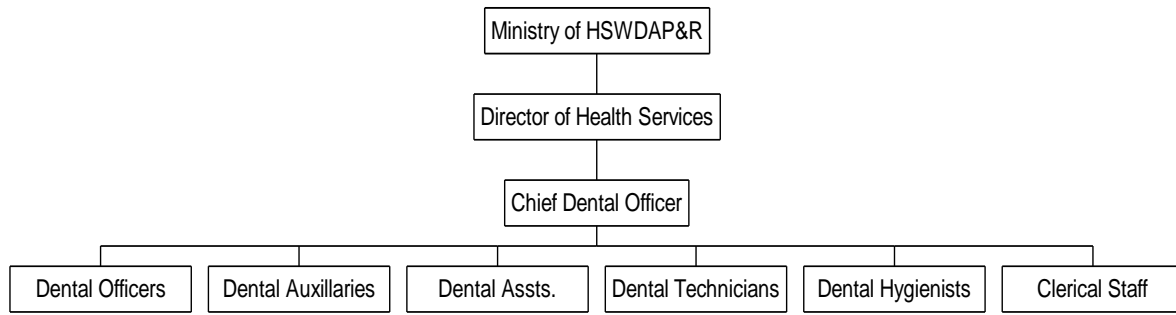
- provide chairside support to the dentist or other registered practitioner during treatment
- perform cleaning and sterilization of instruments and work surfaces, and other infection prevention and control procedures to maintain the clinical environment
- Record dental charting and oral tissue assessment carried out by other registrants and maintain patient records.
- prepare, mix and handle dental materials as prescribed by a dentist or other adequately trained and registered dental professionals
- develop dental radiographs
- monitor, support and reassure patients and relay dental advice under supervision of a registered practitioner
- support the patient and their colleagues in a medical emergency

Additional skills dental nurses could develop and may perform under direct supervision or on prescription by a registered dentist include:

- Intra- and extra-oral photography and taking radiographs
- taking impressions to the prescription of a dentist and pouring, casting and trimming of study models
- taking of dental shades
- tracing of cephalographs
- placing rubber dam
- Measuring and recording plaque indices
- removing sutures after the wound has been checked by a dentist
- constructing occlusal registration rims and special trays
- repairing the acrylic component of removable appliances
- applying topical anaesthetic to the prescription of a dentist
- constructing mouthguards and bleaching trays to the prescription of a dentist
- constructing vacuum formed retainers to the prescription of a dentist
- Dental nurses can apply fluoride varnish on prescription from a dentist

- further skills in oral health education and oral health promotion
- assisting in the treatment of patients who are under conscious sedation
- further skills in assisting in the treatment of patients with special needs
- further skills in assisting in the treatment of orthodontic patients

### Reporting Relationship



### Direct reports

Reports to a supervising dentist and the Chief Dental Officer.

### Other Working Relationships

- Dental hygienists
- Clinic Administrator
- Dental technicians
- Other clinical staff
- Registration staff

### Decision Making Authority and Controls

Works under direct supervision of a dentist, may perform certain clinical duties under direct supervision or on prescription by a registered dentist. Reports to the Chief Dental Officer.

### Working conditions

May be exposed to air- and blood borne pathogens. Needs to take standard precautions to prevent infections and potential injuries.

### Physical requirements

The position requires the incumbent to work standing and seated.

### Problem/Key Features

No adverse problems or features.

### Evaluation Metrics

- Compliance with established attendance and tardiness standards.
- Practices proper infection control techniques.
- Maintains confidentiality as related to job responsibilities.
- Consistently exhibits appropriate phone protocol (e.g. answers phone promptly, is courteous and helpful).
- Consistently projects positive professional image through appearance and behavior
- Assist Dental Officer in maintaining record of work performed and daily statistics. Reporting to Office Administrator/CDO.
- Ensures respect for co-workers and for patient confidentiality, patient rights and promotes patient advocacy.
- Successfully completes annual continuing education, safety updates, competencies and requirements within established time frames, including training in appropriate new technology such as digitalization and the use of dental software as indicated.

<b>Approved by:</b>	<i>DPHS/CDO</i>
<b>Date approved:</b>	<i>5-Nov-22</i>
<b>Reviewed:</b>	<i>5-Nov-22</i>
<b>Next Review</b>	.
<b>Employee Signature:</b>	
<b>Date:</b>	
<b>Manager Signature:</b>	
<b>Date:</b>	