

## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

**JOB TITLE:** Dental Officer  
**REPORTS TO:** Senior Medical Officer  
**TEAM:** Health Services  
**GRADE:** 1

#### **JOB PURPOSE:**

To operate and run the Ascension Island Dental Clinic providing professional Dental Services to the Ascension Island populace. The Dental Officer is the only Dentist on Ascension Island and has relative autonomy in providing the service to island users.

#### **MAIN DUTIES:**

1. Provision of professional Dentistry: - Surgery, Conservation, Prosthetic, Periodontics, Paediatrics.
2. Budgetary control of the Dental Clinic.
3. Ordering and procurement of Dental supplies and equipment.
4. Dental Health Education aimed primarily at the School Children.
5. General Management of the Dental Service.

#### **RESPONSIBILITIES:**

**Financial** – Total budgetary responsibility for the Dental Clinic.

**Management of others** – Management of Dental Surgery Assistant/Dental Nurse.

**Health and safety** – Responsible to conform to current standards and guidelines.

**Equipment** – Minor maintenance, procurement, servicing etc of all clinic plant and equipment.

**Confidentiality** – Patient records etc.

**Continuous Development** – Undertaking regular (annual) study leave + use of journals and publications.

## **PERSON SPECIFICATION:**

### **Essential**

1. Bachelor of Dental Surgery.
2. Must be capable of operating alone 4000 miles away from closest referral/colleague.
3. Experience in Dental Lab Working is essential.
4. IT experience especially with digital photography and Internet conferencing would be of benefit.

### **Desirable**

Experience in Removable Orthodontic Appliances, although not essential, would be beneficial.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.