



தமிழ்நாடு அரசு  
சுகாதார அமைச்சு  
Ministry of Health

**JOB DESCRIPTION**

<b>A. Description of position</b>	
<b>A1. Job Title:</b>	School Dental Therapist
<b>A2. Salary Code:</b>	MT 6 -2006
<b>A3. Institution:</b>	School Dental Clinic
<b>A4. Department/Division:</b>	Department/ Division: Health
<b>A5. Service Category:</b>	Para Medical Services
<b>A6. Grade/class:</b>	GIII, G IIB, IIA, G I & Supra Grade

**A7. Summary of job:**

Provision of primary & secondary preventive oral health care for children between 3 to 13 years of age & performing oral health promotional activities in the community

<b>B. Role/ Responsibilities</b>	
<b>B1. Key Result Areas/ Key accountabilities</b>	<b>B2. Key Performance Indicators</b>
1. Improve Oral health awareness of the community with special emphasis on priority groups	1. Screening coverage of target groups as a percentage
2. Provision of basic treatment for oral diseases to children between 3 to 13 years of age	2. Treatment Coverage of target groups as a percentage (Healthy + Treated patients/ screened patients %)

<p>3. Act as a member of the primary healthcare team providing preventive &amp; promotional oral health care (Annexure 1)</p>	<p>1. Number of health education programmes conducted out of planned</p> <p>2. Number of programmes conducted out of planned with the Public Health Care team</p> <p>3. Number of referrals made according to target group (orthodontics, restorative, surgical/infection control)</p>
<p><b>B3. Supervisory responsibilities (direct &amp; indirect):</b></p> <p>Training &amp; supervision of assistants of school dental therapists in relation to clinic activities</p>	

**B4 Tasks/ functions (duty list):**

1. Planning

Preparation of Annual Action Plan, Monthly Advanced Program and Outreach Mobile Program should be done with the contribution of Special Grade School Dental Therapist under the supervision of Regional Dental Surgeon

2. Primary preventive care activities

- Conduct oral health awareness programs among the community; giving special emphasis on pregnant mothers & children/ Preschool & School teachers/ Parents
- Perform oral health promotional activities among preschool and school children below 13 years
- Ensure screening of target groups; target groups will be minimum of 2000 school children & 500 preschool children

Criteria for selecting school children for screening

- In schools with a student population over 200, screening should be carried out annually for children in grades 1, 4 & 7
- In schools with a student population less than 200, screening should be carried out annually for all children below 13 years of age

3. Secondary preventive care activities
  - Ensure treatment of the target group within the scope of work (Annexure I)
  - Attend to any child within the given age limit seeking oral health care on a demand basis
  - Refer all patients in need of care beyond the scope of SDT to the appropriate treatment center
  - Conduct mobile outreach programs ( for screening & treatment to cover their target groups)
4. Maintain updated registers, records, charts and inventories (Annexure II)
5. Participation in Continuous Professional Development activities & in-service training programmes
6. Participation of review meetings including monthly conference
7. Comply with supervising officers to carry out their duties
8. Carry out surveys, research as assigned
9. Carry out appropriate duties assigned by the superiors
10. Any other duties assigned by the head of the institution

### **C. Person Specifications**

#### **Minimum Educational Qualifications:**

- C1** GCE (O/L) Exam - Should pass six subjects including English language  
Should have Credit passes for Sinhala/Tamil, Mathematics, Science and any other subject within minimum of two attempts  
GCE (A/L) Exam - Science Stream  
Should have 2 passes for Physics/ Chemistry/ Agriculture including credit pass for Biology within one attempt

**C2. Skills required:**

Completion of Higher Diploma in School Dental Therapy conducted by Ministry of Health

**C3. Competencies (General & Career):**

Clinically sound, ability to work with children and good communication skills, ability to cope with stressful situation and competencies in maintaining School Dental Clinic

**C4. Special circumstances affecting the job, associated risks/working conditions:**

- Occupational Hazards : Blood-Borne & Air-Borne infections, Adverse effects due to exposure to Mercury , Injuries due to use of sharps, accidental bites
- May have to work under conditions with substandard infrastructure - Clinic buildings with poor electricity & water supply (belonging to Department of Education) office furniture, equipment, materials, stationery, linen etc.

**C5. Service Standards:**

- SDT shall work as a member of the Primary Health Care team under the administrative control of the MOH of the area
- SDTT who work in the area where school health services are carried out by School Medical Officer, are under the administrative control of RDHS of the area

- Hours of Duty

Weekdays: 8.30a.m. – 3.30 p.m. (1hr. lunch break)

Saturdays: 8.30a.m. – 12.00 p.m.

Working hours should be clearly displayed outside of the clinic to the community concerned.

Days on leave / absence and official field duties should be displayed outside the clinic and notified to the MOH and school principal.

MOH should be notified about the period of absence.

SDT should be supervised by MOH, RDS and Special Grade SDT

Uniform

- School Dental Therapists should always be in uniform while on duty **(General Circular: 01-58/2019)**



**C6. Values and ethics:**

- Parental informed & written consent should be obtained before commencement of the Treatment
- Maintain privacy & confidentiality of the patient

**C7. Responsibility of facilities and resources:**

- Maintain the inventory properly and ensure smooth functioning of the clinic equipment
- Coordination with relevant officers to carry out preventive and curative functions, maintenance of infrastructure - Clinic building with electricity & water supply (belonging to Department of Education) furniture, equipment, materials, stationery, linen etc. (belonging to ministry of health, nutrition and indigenous medicine)

**D. Key Relationships**

<b>D1. Authorising Officer:</b>	Provincial Secretary /PDHS/RDHS
<b>D2. Reporting to:</b>	MOH/ RDS
<b>D3. Supporting staff:</b>	school dental therapists' health assistants

**D4. Approved by:**



**Director General of Health Services**

Date: 26.04.2023

**Dr. ASELA GUNAWARDENA**  
Director General of Health Services  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.



**Secretary**

Date: 28-04-2023

**S. Janaka Sri Chandraguptha**  
Secretary  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

## **Annexure I**

### **Scope of work (relevant to children age between 3-13 years)**

1. Oral health promotional activities mainly to the Preschool & School Community
2. Oral health awareness among all members in the community
3. History taking of relevant disease, charting and record keeping
4. Instructions on oral hygiene and dietary counseling
5. Fissure sealant application on first molar tooth
6. Temporary dressings of the cavities of primary teeth
7. Cavity preparation and filling of deciduous and permanent teeth with approved permanent filling material
8. Indirect pulp capping for deep cavities of deciduous teeth
9. Removal of calculus and polishing
10. Referral of child patients for treatment whenever necessary
11. Applying first aid measures (for teeth) in an emergency situation
12. Fluoride gel application

## Annexure II

### List of registers, records and returns that should be maintained in the SDC

- a. Attendance register
- b. Leave register
- c. Short leave register
- d. Out movement register
- e. Log book
- f. Register of important documents
  - i. Issue order books
  - ii. Receipt order books
  - iii. Circulars
  - iv. Vouchers
  - v. Invoices
  - vi. Breakage forms
  - vii. Condemn certificates
  - viii. Correspondence file
  - ix. Report of handing over and taking over
- g. General inventory
- h. Surgical inventory
- i. Consumable register- surgical
- j. Consumable register- general
- k. Linen conversion register
- l. Gift register
- m. Laundry book
- n. Patients' register
- o. Casual patients' register
- p. Daily record of treatment
- q. Monthly return [should be prepared in triplicate and the first copy to be sent on or before 05<sup>th</sup> of next month to the office of the Regional Dental Surgeon (RDS) and the second copy to be kept in the MOH office and the third copy to be kept in the clinic]
- r. Quarterly return (should be prepared in triplicate and submit a copy each to MOH & RDS and the office copy has to be filed in the clinic)
- s. Counter Foil Register