

**APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED  
BY UWOSA COLLECTIVE AGREEMENT  
(Reference Collective Agreement Article 44)  
Attention: Job Evaluation Appeals Committee**

**(A) Contact Information:**

Name of person requesting appeal: Dorothy McKeown  
Title: \_\_\_\_\_  
Phone: 661-2111 x 86120  
Email: dorothy.mckeown@schulich.uwo.ca  
Department: Childres Clinic - Rm 1004 - DSB

**(B) Position Information:**

Current Incumbent: \_\_\_\_\_  
Current Classification: \_\_\_\_\_  
Classification Being Appealed: \_\_\_\_\_  
Date Evaluation Results Letter Received: \_\_\_\_\_

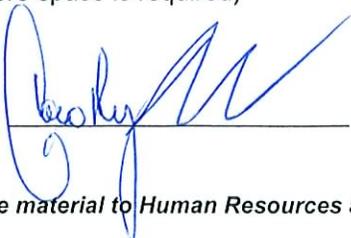
**(C) Information Required For Job Evaluation Appeals Committee**

Reason for the appeal: \_\_\_\_\_  
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Supporting Information (Optional):

(Attach an additional page if more space is required)

**(D) Approvals:**

Signature of Person Appealing:  Date: March 3/09

*The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.*

**Donna Chute-Dolan**

**From:** Donna Chute-Dolan [perdec@uwo.ca]  
**Sent:** Monday, June 22, 2009 3:18 PM  
**To:** Christopher Bumbacco; Connie Zrini; Donna Chute-Dolan; Joanna Llorca Asuncion; Karen Foullong; Linda Brock; Lori Johnson; Mike Parker; Robert J Fournier  
**Subject:** June 24th JEAC Meeting - Dental Clinic Tech Position

I was asked to get clarification on how long it would take a Dental Assistant to get the necessary certifications noted in the PDQ - it would only take one year.

Please let me know if there are other questions.

See you Wednesday morning!

Donna Chute-Dolan  
 Human Resources Consultant (Salary Administration)  
 Human Resources Division  
 The University of Western Ontario  
 Support Services Building, Room 5100  
 London, Ontario N6A 3K7  
 519-661-2111 Ext 85558

**From:** Sharon Rasul [mailto:Sharon.Rasul@schulich.uwo.ca]  
**Sent:** Monday, June 22, 2009 2:51 PM  
**To:** Donna Chute-Dolan  
**Cc:** Connie Zrini  
**Subject:** Re: FW: June 24th JEAC Meeting - Dental Clinic Tech Position

A CDA certificate can be obtained after the completion of a 1 year program of training with colleges (example: Fanshawe) or training schools (example: Medix). Currently these programs include courses in radiology that allow the person to also obtain HARP certification at the same time as the CDA certification.  
 Sharon

Sharon Rasul  
 Administrative Officer - Dentistry  
 Schulich School of Medicine & Dentistry  
 DSB 1003, London, Ontario N6A 5C1  
 Tel. 519-661-2111 (x86142); Fax 519-661-3875

>>> Donna Chute-Dolan <perdec@uwo.ca> 6/19/2009 4:25 PM >>>  
 Prior to the Job Evaluation Appeals Committee meeting next week to hear Dorothy McKeown's appeal. I have been asked to get clarification on the following question:

In reviewing the minimum requirements for the subject position, the jd states that two certifications are required:

Current CDA certification with the ODAA  
 And  
 HARP Certification

What is required in order to get these certifications – for example, would they have to have a 2 or 3-year college diploma before they can go for certification? Or whatever.

6/24/2009

**UWOSA JOB EVALUATION RECORDING FORM**  
**TECHNICAL EVALUATION PLAN**  
 (APPEAL)

**Dept:** Schulich - Dentistry - Dental Clinics  
**Dept. Num.** 360200  
**Incumbent:** Dorothy McKeown  
**Cittee Mem.Present:** UWOSA: L. Johnson, M. Parker,  
 ADMIN: J. Asuncion, L. Brock

**Job Title:** Sr. Dental Assistant  
**Eval. Date:** June 24/09

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile - = +
I	Job Knowledge	Education - Post Secondary of one year or less Related experience in academic setting	Educ	4		
			Exper.		4	105
II	Initiative	Chairside assistance, routine tasks		2	26	
III	Complexity/Judgement	Standardized but variety		3	30	
IV	Impact on Results	Moderate, safety issues, infection control		3	83	
V	Supervision of Others	Provides some training, assigns tasks	Scope	A		
			Char.		2	36
VI	Effort/Demands	Standing for long periods. Mental and visual concentration, several balls in the air		2	10	
VII	Contacts	Routine contacts				
				2	10	

**CLASSIFICATION ASSIGNED**

**Total Pts:** 300

**Group:** \_\_\_\_\_ Dental Lab Technician

**Level:** \_\_\_\_\_ Level 4

**Co-Chair Signatures:** UWOSA: Mike Parker \_\_\_\_\_

**ADMIN:** Joanna Asuncion \_\_\_\_\_

McKeown

Dorothy

360200

ST4D

**BASIC POSITION INFORMATION**

DEPT. NAME Dentistry  
 SECTION NAME Dental Clinics  
 LOCATION Dental Sciences Building  
 WORK WEEK HRS. 34.5

FOR SALARY ADMINISTRATION USE

CLASS'N Sr Dental Asst 1 (Level 4)

CLASS'D 02/09 EFFECT VC

Date ANALYST Shp

SUPERVISOR SURNAME Pond      INITIAL D.      PHONE 86076

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	95%
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**SCOPE OF POSITION**

Administrative Responsibilities (40%):

- Supervisory Responsibilities for training and supervision of dental assistant staff in the Children's Clinic. This includes delegating workload distribution, reporting attendance, ensuring coverage, ongoing guidance and support of employees while encouraging a teamwork environment
- Organizes, orders, stocks and supervises the preparation of equipment and materials for issue to students.
- Ensures that sufficient amounts of materials are available for clinical use at all times and that a smooth and efficient receiving and delivery system is maintained.
- Coordinating with the reception staff, dispensary staff, technicians, and dental supply for smooth operations
- Maintains a log book, packages and labels prosthodontic cases to be sent to commercial laboratories for processing.
- Assigns patients and students to cubicles, ensuring the cubicle is set up with the required materials and equipment based on the patient's treatment plan.
- Regularly meets with Clinic Coordinator and/or Children's Clinic Manager to review and plan for the needs of the clinic

Dental Assisting (20%):

- Provides chairside assistance during patient procedures including preparation of dental materials, performance of 4-handed dentistry techniques, assisting with taking and developing radiographs and assisting with controlling patient behaviour management problems.
- Assisting with scheduling of patient appointments may be required depending on the Clinic assigned to
- Prepare lab cases as required.

Infection Control (20%):

- Participates in the preparation of dental instruments and equipment for sterilization and disinfection in various clinics in the school. (Main Clinic, Paedo Clinic, Endo Clinic, Emergency Clinic, Oral Surgery Clinic and Radiology Department)
- Participates in monitoring student instrument cassettes, sterilization pouches, mobile carts, cubicles and student daily routine practices for adherence to infection control protocols. Advises students of minor breaches of infection control. Major breaches are reported to the Clinics Coordinator.
- Assists the Clinics Coordinator with monitoring and maintenance of sterilization equipment. Conducts biomonitoring, vacuum and leak tests on autoclaves. Informs Clinics Coordinator of autoclave malfunctions.

FEB 17 2009

- Ensures proper procedures are followed in the disposal of sharps and other hazardous wastes, eg. contaminated anaesthetic needles, scalpels, amalgam.

Routine Maintenance and Cleaning (10%):

- Responsible for routine maintenance, cleaning and restocking of clinic cubicles. Involves cleaning of dental chairs, mobile carts, suction traps, washing countertops, and shelves in clinic cubicles. Restocking cubicles with consumable supplies. Reports cubicle equipment malfunctions to dental repair department and Clinics Coordinator.
- Responsible for routine cleaning of sterilization equipment. Involves cleaning exterior and interior of automated washers, autoclaves, instrument racks and the automated transfer system.
- Responsible for cleaning and replenishing solutions in the x-ray processors.
- Responsible for restocking and cleaning of dispensary department and student wet lab. Involves washing countertops, shelves and restocking supplies. Completes and puts away weekly/ biweekly supply dental supply order. Informs Clinics Coordinator or other supervisor of low stock of special order items so stock can be reordered in a timely fashion.

Other Annual Responsibilities (5%):

- Assists with orientation of dental students, dental hygiene students and dental assisting students on the clinic protocols and functions.
- Assists with distribution and collection of school equipment on loan to the students during the school term.
- Monitors school equipment inventory and advises Clinics Coordinator of missing or damaged items.
- Participates in year end checkout procedure. Collects in loaned equipment. Documents missing or damaged equipment so the responsible student is charged a fee for the equipment.
- reporting observations about examines that will assist with evaluation to ITD Chair
- Preparation for Prior Learning Assessment (PLA) including review of kits lists prior to ordering, ensuring sufficient supplies are on hand, and set-up of the Simulation Clinic
- Assisting clinical instructors for 6-8 days of clinical testing procedures during PLA. This includes distribution of materials and supplies, ensuring examinees follow clinic rules and safety regulations, and guidance to examinees as required
- Restocking of supplies, daily cleaning of equipment and Simulation Clinic during PLA
- ITD interviews selection committee participation

**..J. OTHER DUTIES (5%)**

- Provides guidance to dental students/examinees in a variety of situations as needed
- Assists with the guidance, support and training of new staff.
- Assists with other clinic operations in times of staff shortages to provide support. (Clinic Reception, Dental Supply, etc.)
- Other assigned duties as requested in order to ensure the efficient operations of the clinics.

2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

N/A

3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- |                                     |  |   |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | Training and guidance for new employees          | Due to the specialized nature of each position within Clinics, each employee assists in the guidance and training of new employees. |
| <input checked="" type="checkbox"/> | Work distribution and/or verification of results |   |

\_\_\_\_\_ Performance review and salary recommendations

Hiring and firing; please describe the degree of your involvement: \_\_\_\_\_

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Corres- pondence	_____	Complete Composition
	_____	Partial composition with general direction (verbal or written)
	_____	Prescribed format
Reports	_____	Complete composition
	_____	Partial composition ...
	_____	Prescribed format
Other:	_____	Complete composition
	_____	Partial composition ...
	X	Prescribed format

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

- Current CDA Certification with the Ontario Dental Assistants Association
- Healing Arts Radiation Protection (H.A.R.P) Certification
- WHMIS and CPR training
- Broad knowledge of dental procedures, materials and infection control.
- Excellent interpersonal and communication skills with the ability to relate to a variety of individuals in a professional manner.
- Effective teamplayer.
- Ability to multitask and adapt to a fast paced changing workload.
- Self-directed with strong organizational skills and ability to work with minimal supervision
- Minimum 1 year clinical dental assisting experience preferably in an academic setting
- Experience in oral surgery, conscious sedation and working with children, seniors and multicultural patient clientele will be an asset

6 PLEASE DESCRIBE THE **NATURE** AND **FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

Daily supervision by the Clinics Coordinator

Supervision may also be provided on clinical matters by the academic staff who are giving instruction in the Clinic to the students

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

Routine problems in the preparation of dental equipment and materials

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

Violations of infection control protocols, missing inventory and any other problems that relate to the overall operation of the clinic must be reported to the Clinics Coordinator.

Equipment malfunction must be reported to the Technical Officer and/or Clinics Coordinator.

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

N/A

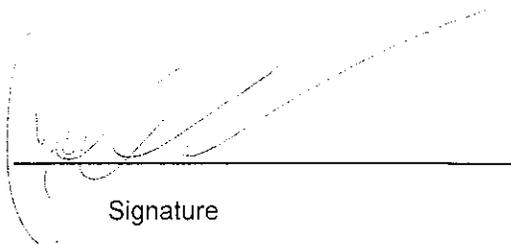
10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

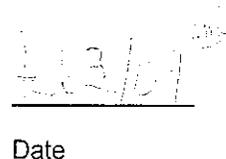
CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
students	X	X	Issuing supplies/equipment/information
staff	X X	X	Issuing supplies/equipment/information Needs and expectations
patients	X X	X	Chairside assisting

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

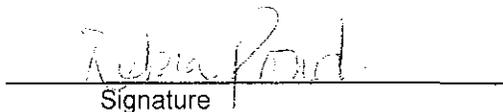
Staff Member: Dorothy McKewown

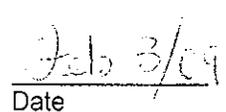
ST4D  
\_\_\_\_\_  
Present Classification

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Supervisor Name

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

# POSITION DESCRIPTION QUESTIONNAIRE

# THE UNIVERSITY OF WESTERN ONTARIO COMPENSATION DEPARTMENT

## A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

## B. USE

This Questionnaire should be used to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact the Salary Administration Section at extension 2193.

## C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration Section, Compensation Department.
2. The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

## D. NOTES

1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.

2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

**Please complete below and forward with the Questionnaire.**

### Reason(s) for requested review

Classify new position

Change in responsibilities

Check current classification

Update your records

### Routing approvals: I agree that this review is required

Immediate supervisor Debra Pond  
Debra Pond  
Clinics Coordinator

Department Head Sharon Rasul  
Sharon Rasul, A.O.

Dean's Office Charmaine Zuccato

Date February 3, 2009