

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: Supervisor
Phone: 519-661-2111 x 86120
Email: dorothy.mckeown@schulich.uwo.ca
Department: Childrens Dental Clinic - Dentistry

(B) Position Information:

Current Incumbent: Dorothy McKeown
Current Classification: STD4
Classification Being Appealed: STD4
Date Evaluation Results Letter Received: Nov 7/12

(C) Information Required For Job Evaluation Appeals Committee

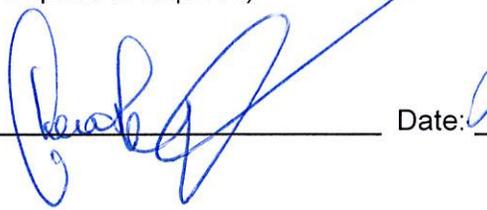
Reason for the appeal:

I believe the changes in my job description are deserving of an increase in job levels.
Currently, I am doing all the same job duties as the previous supervisor who was a classification STD5
We are always being downsized which results in our workload continually increasing.
Initially my PDD stated that I was a Senior Dental Assistant, however I was a supervisor since starting this position 3 1/2 yrs ago. I should have appealed my job title when starting that position.
I am aware that other supervisors in dentistry are classified as STD5's.

Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing:  Date: Nov 7/12

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

- clinics in the school. (Main Clinic, Children's 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.
- Ensures proper procedures are followed in the disposal of sharps and other hazardous wastes, eg. contaminated anaesthetic needles, scalpels, amalgam.
- Post treatment asepsis for each operatory in clinic.

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.
- Lubricating of handpieces for sterilization
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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.
- Attend monthly meetings and including Divisional bi-yearly meetings.

NO. 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.
- Assists with set up for Prior Learning Assessment (PLA) approx 2 hours/year
- Photocopying
- Ensure accurately student clinical performance evaluations are distributed, filled out and given to the appropriate parties.

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)	

Dental Tech	STD2	Sessional X1 Sept.- Aug.		
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3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees
 - 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
Correspondence	<input type="checkbox"/>	Complete Composition
	<input type="checkbox"/>	Partial composition with general direction (verbal or written)
	<input type="checkbox"/>	Prescribed format
Reports	<input type="checkbox"/>	Complete composition
	<input type="checkbox"/>	Partial composition ...
	<input type="checkbox"/>	Prescribed format
Other:	<input type="checkbox"/>	Complete composition
	<input type="checkbox"/>	Partial composition ...
	<input checked="" type="checkbox"/>	Prescribed format

Supply order forms, Lab requisitions

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. Including students, parents and pediatric patients
- Effective team player.
- 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
- Minimum three years supervisory experience in a fast paced clinical environment

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
 Ensure dental assistants adhere to work schedules; including breaks and lunches to ensure efficient operations of the Children's Clinic
 Disposal of hazardous materials and filling out of necessary paperwork

Support the Dentist and student in the management of behavioral problems of Pediatric patients and parents.

Follows prescribed protocols for the management of intra-treatment emergencies ie. Vomiting, syncope

Schedule changes.

Ensure clinic is running punctually and that all cubicles are reset for students with second patients.

Ensure patients requiring emergency treatment are assigned to students for the efficient operation of the clinic.

Ensure all students are in attendance and if not find out why not or where they are and make other arrangements if necessary to be sure all patients are treated.

Prioritize and assign dental assistants to students.

Encourage a high level of staff morale by being readily available to discuss their needs, questions and frustrations by promoting positive attitudes toward staff and students.

Ensuring Paedo Clinic is in a clean and orderly state and fully stocked.

Place weekly order to ensure efficient operations of the clinic.

Make recommendations with respect to replacing equipment and the acquisition of new equipment.

Act as a liason between staff and students or faculty promoting better relations

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.

Scheduling issues

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

Orientation seminars for Medix and Fanshawe dental assistants and hygiene students

Maintaining dentaforms and preparing for lab sessions

Planning daily schedules appropriate to the needs of the clinic, involving operatory management and organization to accommodate the needs of the clinic in an efficient manner.

Ordering Supplies for: 2nd and 4th year lab

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		FREQUENCY			PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
	(inside dept)	(outside dept)	(dly)	(wkly)	(mthly)	
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 McKeown

ST-D4

Present Classification

Douglas McKeown
Signature

Sept 28 / 12
Date

Debra Pond
Supervisor Name

Debra Pond
Signature

Sept 28 / 12
Date

**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
COMPENSATION DEPARTMENT**

2012

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 82193.

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, AO

Dean's Office _____

Date Sept. 28, 2012