



Position Title	: Dental Nurse
Department	: Faculty of Dentistry
Report to	: Co- director of CIPO
Reportee (if any)	: None
Location	: Faculty of Dentistry

I. Position Summary:

- Be available to provide dental treatment in the field according to licenced scope of practice of a dental nurse.
- To provide training to dental students and government staff in preventive and minimally intervention dentistry
- To plan and administer field based activities including logistic coordination and budget reconciliation
- To support Collaborating Centre for Innovation in Population Oral Health (CIPO) in preparing stores and performing data entry

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Perform team leader duties including Managing budgets for mobile dental trips
- Take responsibility of managing dental stores and equipment
- Work as Dr. Tida’s assistant
- Assist in supervision and teaching of volunteers (foreigners, Cambodian)
- Delivery of clinical services according to the licenced scope of work which includes Oral Urgent Cares, Atraumatic Restorations and Sealants, placement of topical fluorides and health promotion.
- Assist in tooth-brushing coordination among healthy kids Partners
- Advocacy for the Healthy Kids approach and the Ministry of Health’s National Action Plan for Oral Health (2022-2030)
- Assist to coordinate the Cambodia Smile project
- Data entry after dental mobile in Healthy Kids Database
- Communicate and provide support for the Cambodia smile partner health centers
- Administer training for those in the Healthy Kids and Cambodia Smile network
- Assist in managing the Stock and maintaining instruments belonging to CIPO
- Support routine community outreach by UP dental students
- Perform any other duties that fall within the scope of work of CIPO as may be assigned by the Dean of Faculty of Dentistry.

III. Minimum Qualifications and Requirements:

1. Experience:
 - Field based dentistry experience
 - Leadership experience
2. Education:
 - Dental Nurse Qualification
3. Skills/Competencies:
 - Well organized
 - Able to use WORD and Excel software
 - Good communication skills
 - Able to multitask
 - Have a good understanding of the research process and UP thesis writing guidelines
4. Personal Quality
 - Work well in a team
 - Reliable
 - Attention of details