

**University of Welsh Trinity Saint
David**

**CERTHE SKILLS FOR THE
WORKPLACE**

**ACADEMIC AND EMPLOYABILITY
SKILLS**

BMSW4001

**MODULE LEADER: SYLVIA
HOFFMANN**

**Dental Practice
Manager Duty ,
Skills,
Responsibilities**

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INTRODUCTION:

- Dental Practice Managers are a key factor in the success of a dental practice. As the person responsible for managing the practice, a Dental Practice Manager is required to take care of many different aspects of practice operations to ensure the business runs smoothly, day in, and day out.

Role of a dental practice manager:

In general, a practice manager's duties will cover a mix of areas (as there are many aspects involved with managing a dental practice, some of these responsibilities will often be shared with or delegated to other team members).

Dental Practice Manager duties and responsibilities:

- The dental Practice Manager is responsible for managing staff and liaising with different stakeholders, it's important to have strong communication and leadership skills, as well as being comfortable working with people in a team environment.

Dental Practice Manager skills and qualifications:

- excellent financial skills.
- the ability to manage a changing environment.
- good communication skills.
- leadership and motivational skills.
- organisational skills.

Conclusion:

Dental practice managers can provide opportunities for growth and development, as well as make employees feel heard and valued.

References:

- ASPD, (2019) What Does a Dental Practice Manager Do? Available at: <https://www.aspd.co.uk/aspd-articles/what-does-a-dental-practice-manager-do/> (accessed 01/08/2022)
- (Indeed) 2022 Dental Practice Manager Job Description: Top Duties and Qualifications. Available at; <https://au.indeed.com/hire/job-description/dental-practice-manager?hl=en&co=GB> (accessed 01/08/2022)
- Hill,S.(2021) What Does a Dental Practice Manager Do? Available at; <https://www.dentistjobsaustralia.com.au/news-and-events/what-does-a-dental-practice-manager-do> (accessed 01/08/2022)