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**FILING SYSTEM FOR DENTAL SCHOOL CLINIC IN SJK (C)
CHUNG SING, SIBU**

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CHAPTER 1: INTRODUCTION

1.0 INTRODUCTION

In this chapter, it will explain overall about Oral Health Division, Sarawak Health Department. Section 1.1 is about the background of Oral Health Division, Sarawak Health Department and Section 1.2 is about vision of Oral Health Division, Sarawak Health Department. Then, Section 1.3 is state about mission Oral Health Division, Sarawak Health Department. Section 1.4 is about objective of Oral Health Division, Sarawak Health Department and Section 1.5 is about role of Oral Health Division, Sarawak Health Department. Lastly, Section 1.6 is about the client charter.

1.1 BACKGROUND OF ORAL HEALTH DIVISION, SARAWAK HEALTH DENTAL DEPARTMENT

The Oral Health Division, Sarawak Health Department renders oral healthcare to the population of Sarawak through a comprehensive network of main dental clinics, specialist dental clinics, school dental clinics and mobile dental teams throughout the state of Sarawak. Oral healthcare for the population can be broadly divided into primary oral healthcare and specialist oral healthcare. However, care is delivered through an integrated approach.

CHAPTER 2: JOB DESCRIPTION

2.0 INTRODUCTION

In this chapter, I would explain about overall my job description. Section 2.1 is described my summarize of job description and Section 2.2 is about summarize of weekly task of dental nurses. I have the routine schedule that my supervisor provides. Only the different school are given when MDS (Mobile Dental Squad) do.

2.1 SUMMARY OF JOB DESCRIPTION

I start work at SK Cardinal Vaughan, Song on 5th September 2008 until 8th July 2011, SJK (C) Thai Kwang, Sibul on 11th July 2011 until 30th December 2011 and SJK (C) Chung Sing, Sibul on 2nd January 2012 until currently. Every day my task, duties and responsibilities as a dental nurse were same. There are my summarize of job description:

CHAPTER 3: ANALYSIS OF TRAINING

3.0 INTRODUCTION

In this chapter I would explain and analyze about filing system on administration unit in my dental school clinic. Section 3.1 is about filing system in my dental school clinic, Section 3.2 is discussed about introduction of filing system and 3.3 explain about limitation of filing system in my dental school clinic.

3.1 FILING SYSTEM FOR SCHOOL CLINIC IN SJK (C) CHUNG SING, SIBU

During my writing industrial report, I was involved with the administration unit filing system in my own dental school clinic. I have learn how to manage in the filing system. I had done my administration unit filing such as:

- File on Administration Main File (*Pentadbiran 60 (1))*
- File on Financial (*Kewangan 60 (3) B*)
- File on Financial (*Kewangan 60 (3) D*)
- File on Financial (*Kewangan 60 (3) (E)*)
- File on Planning (*Perancangan 40 (4) A*)
- File on Administration (*Pekeliling Kemajuan Pentadbiran Awam 60 (5)*)
- File on Administration (*Peningkatan Kualiti 60 (8)*)