

Job Description – Dental Assistant

POSITION	Dental Surgery Assistant
REPORTS TO	Dentist or Dental Practice Manager
FUNCTIONAL RELATIONSHIPS	<p>Patients</p> <p>Dentists</p> <p>Dental Surgery Assistants</p> <p>Dental Hygienists</p> <p>Receptionists</p> <p>Sterilisation Coordinator</p> <p>Dental Technicians</p> <p>Supply Company Representatives</p>
STAFF RESPONSIBILITIES	None
OVERALL OBJECTIVE OF THE POSITION	The main purpose of this job is to provide chairside clinical assistance to the dentist when he/she is performing dental procedures, to ensure a safe and efficient environment for patients receiving dental care and to be responsible for dental surgery equipment and stock.
KEY OBJECTIVES / TASKS / RESPONSIBILITIES	PERFORMANCE INDICATORS / OUTCOMES
1. A safe working environment for clinical dental care is maintained	<ul style="list-style-type: none"> • Materials, supplies, equipment, instruments and records are prepared and available for clinic the following day. • Immediately prior to each appointment the surgery is set up with correct instruments, equipment, records, materials and supplies for the following patient. • Has read, understood and keeps up to date with the practice's Occupational Health and Safety Guidelines for emergencies.
2. The dentist is assisted during dental procedures	<ul style="list-style-type: none"> • Dental chairside assistance is provided to the dentist and patient throughout the entire appointment. • The dentist's procedures for positioning the patient, equipment and materials are followed, and the dentist's instructions are followed or the needs are anticipated during the procedure. • Dental recording and charting are accurately completed from the dentist's instructions. • Prepares impressions for study casts, manufactures personalised whitening trays and prepares lab work for sending away.
3. Cross infection control standards are met	<ul style="list-style-type: none"> • Hands are washed before and after each patient and fresh gloves used for each patient. • Instruments and equipment are cleaned, sterilised and set up ready for use according to the practice's cross infection control procedures, and used supplies disposed of safely. • The primary and secondary work zones of the dental surgery are cleaned and disinfected between patients according to the practice's cross infection control procedures. • At the end of the day the surgery is cleaned, chair maintenance is completed, windows and blinds are closed and locked, equipment is turned off and the practice is locked.

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<p>4. A sustainable supply of dental materials and consumable supplies is maintained</p>	<ul style="list-style-type: none"> • Dental materials and supplies are reordered within the guidelines of the practice so that adequate stocks are maintained to ensure consistent availability in the dental surgery.
<p>5. Personal conduct maintains and enhances the professional reputation of the practice</p>	<ul style="list-style-type: none"> • A neat and tidy appearance is always maintained. In particular, hair below the collar should be tied back and jewellery should not prevent the practice's cross infection control procedures being undertaken. • Positive interaction should be maintained at all times with patient, families, staff of the practice and all people who interact with the practice. • Willingness to undertake other appropriate tasks delegated by the dentist or practice manager. • Seminars, staff meetings and training are attended as required.
<p>IDEAL PERSON SPECIFICATION</p> <ul style="list-style-type: none"> • Experience as a dental surgery assistant. A dental surgery assistant's certificate (NZDA or similar) would be an advantage. • Able to accept responsibility and set priorities for dental surgery assistant tasks. • People skills that show a good working relationship in a multi-disciplinary team. • Good communication skills – both written and verbal. • Neat and tidy, with grooming appropriate to a clinical setting. • Punctual, proactive and reliable work attendance. • Comfortable and able to work in a fast-paced environment. 	