



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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4. A sustainable supply of dental materials and consumable supplies is maintained	<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.
5. Personal conduct maintains and enhances the professional reputation of the practice	<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. • Current driver’s licence. 	

Date effective: 1 March 2022

Position description prepared by: Dr Tony Dey and Olivia Raffills