

<b>POSITION</b>	<b>Dental Assistant</b>
<b>REPORTS TO</b>	Dentist or Dental Practice Manager
<b>FUNCTIONAL RELATIONSHIPS</b>	Patients Dentists Dental Assistants Dental Hygienists Receptionists Sterilisation Coordinator Dental Technicians Supply Company Representatives
<b>STAFF RESPONSIBILITIES</b>	None
<b>OVERALL OBJECTIVE OF THE POSITION</b>	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.
<b>KEY OBJECTIVES / TASKS / RESPONSIBILITIES</b>	<b>PERFORMANCE INDICATORS / OUTCOMES</b>
1. A safe working environment for clinical dental care is maintained	<ul style="list-style-type: none"> <li>• Materials, supplies, equipment, instruments and records are prepared and available for clinic the following day.</li> <li>• Immediately prior to each appointment the surgery is set up with correct instruments, equipment, records, materials and supplies for the following patient.</li> <li>• Has read, understood and keeps up to date with the practice's Occupational Health and Safety Guidelines for emergencies.</li> </ul>
2. The dentist is assisted during dental procedures	<ul style="list-style-type: none"> <li>• Dental chairside assistance is provided to the dentist and patient throughout the entire appointment.</li> <li>• 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.</li> <li>• Dental recording and charting are accurately completed from the dentist's instructions.</li> </ul>

<p>3. Cross infection control standards are met</p>	<ul style="list-style-type: none"> <li>• Hands are washed before and after each patient and fresh gloves used for each patient.</li> <li>• Instruments and equipment are cleaned, sterilized and set up ready for use according to the practice's cross infection control procedures, and used supplies disposed of safely.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<p>4. A sustainable supply of dental materials and consumable supplies is maintained</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>5. Personal conduct maintains and enhances the professional reputation of the practice</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Positive interaction should be maintained at all times with patient, families, staff of the practice and all people who interact with the practice.</li> <li>• Willingness to undertake other appropriate tasks delegated by the dentist or practice manager.</li> <li>• Seminars, staff meetings and training are attended as required.</li> </ul>
<p><b>IDEAL PERSON SPECIFICATION</b></p> <ul style="list-style-type: none"> <li>• 3 Years Experience as a dental assistant. A dental assistant's certificate (NZDA or similar) would be an advantage.</li> <li>• Able to accept responsibility and set priorities for dental assistant tasks.</li> <li>• People skills that show a good working relationship in a multi-disciplinary team.</li> <li>• Neat and tidy, with grooming appropriate to a clinical setting.</li> <li>• Punctual and reliable work attendance.</li> <li>• Current driver's licence.</li> </ul>	