

POSITION DESCRIPTION
Dental Assistant (Chairside Assistant)

RESPONSIBLE TO: **Overall Clinical Performance - Managing Partner or Board**
Day to day – Practice Manager

FUNCTIONAL RELATIONSHIPS WITH:

Internal	Practice Manager
	Reception and administrative staff
	Dentists
	Dental Hygienists
	Dental Assistants
External	Patients and their families
	Visitors
	Other dental professionals

MAIN PURPOSE OF THE JOB:

The Dental Assistant provides chairside assistance and support to the dentist and other professionals in the practice. As part of the dental practice team she will work within her scope of practice and be responsible for providing patient-centered, culturally appropriate, and individual care to patients.

Patients should feel that they have been dealt with in a friendly, courteous manner and that all that can be done for them, has been done. "Going the extra mile" is our philosophy.

The Dental Assistant works closely with the dentist and other team members to provide efficient, effective, professional services.

Key Tasks			Standards/Outcomes Expected
1		Clinical Services	
	1.1	Patient Services	Surgery preparation and layout of instruments and equipment is complete prior to patient attendance.
	1.2	Providing Assistance	Dental chairside assistance is provided to the dentist and patient throughout the entire appointment. The dentist's procedure for positioning the patient, equipment and materials are followed, or the needs are anticipated during the procedure. Dental materials are prepared and mixed minimising wastage. Accurate moulds of patient's teeth are made. Dental equipment is operated in accordance with practice protocols. Performs first aid in emergency situations. Assist dental hygienists and other dentists as required.
	1.3	Maintaining cross infection control standards	Cleaning, sterilisation and cross infection control standards are strictly adhered to in accordance with the practice protocols. The primary and secondary work zones of the dental surgery are cleaned and disinfected between patients in accordance with the practice protocols. Complete sterilisation room and X-ray room duties as required.

2		Practice Supplies, Cleaning & Maintenance	
	2.1	Stocks of materials	Maintain adequate levels of stock for materials and equipment in the surgery, ensuring no item is past its expiry date or out of supply.
	2.2	Drug supplies	Maintain minimum levels of drug supplies as required.
	2.3	Controlled drug register	Record use of controlled drugs in the Controlled Drug Register in accordance with defined protocols.
	2.4	Cleaning	Remove rubbish and clean all areas of the surgery in accordance with defined practice protocols.
	2.5	Equipment maintenance	Ensure all dental equipment, water lines and any other equipment is regularly maintained and serviced in accordance with defined protocols.
3		IT System	
	3.1	Accuracy of information	All information you enter into the PMS system is accurate, appropriate and in accordance with agreed protocols.
4		Administration	
	4.1	Patient Records	Ensure all treatment cards are present before commencing surgery. Dental recording and charting are accurately completed according to instructions and protocols. Update recall dates for patients as appropriate.
	4.2	Laboratory work	Arrange laboratories and couriers to arrange pick of laboratory work. Ensure laboratory work has been returned to surgery well in advance of the patient appointment.
5		Communication	
	5.1	External	Professional liaison with other dental professionals is maintained. Relates in a professional manner and communicates effectively to support the patient through the treatment experience.
	5.2	Internal	All staff are informed, as appropriate, about anything that they should be aware of regarding a patient, or regarding the internal workings of the practice. Staff and team meetings are attended as requested.
	5.3	Staff Problems or Issues	All staff problems or issues are referred to the practice manager in the first instance.
6		Compliance	
	6.1	Health Professionals Competency Assurance Act	Practices within the scope of practice set by the Dental Council of New Zealand.

	6.2	Health & Disability Commissioner Act	Complies with the Health & Disability Commissioner Act and the Code of Patient Rights. All complaints to be referred to the Practice Manager in the first instance.
	6.3	Health & Safety at Work Act	Complies with established health and safety policies with regard to handling of instruments, infection control, storage of drugs and disposal of sharps and other potentially dangerous equipment and substances. Complies with current NZ legislation.
	6.4	Privacy Act & Health Information Privacy Code (HIPC)	Complies with the Privacy Act, HIPC and their regulations. Total confidentiality and privacy of patients is maintained.
7		Personal Conduct	
	7.1	Appearance	A neat and tidy appearance is always maintained. High standard of personal and oral hygiene is maintained. Uniform worn at all times. Long hair tied back. No jewellery on hands or wrists. Gowns are clean and pressed.
	7.2	Communication	Professional and positive interaction is maintained at all times with patients, families, staff of the practice and anyone who interacts with the practice.
	7.3	Professional Development	Undertakes responsibility for own professional development. Continuing professional development meets the minimum requirements set by the NZ Dental Association.
	7.4	Staff Meetings	Is present and an active participant at staff meetings. Contributes to the agenda.
8		Other	
	8.1	Other duties	Hours of work are set out in the Employment Agreement, however there may be times when you are required to undertake other duties outside of these hours as requested. This may involve attendance at meetings, staff meetings or training sessions.