

**Job description: Dental Surgery Assistant**

**Purpose of the Job**

To carry out nursing duties throughout the Practice, assist with reception or any clerical duties as required and perform such other tasks as reasonably requested by Mr Hajat and the Practice Manager.

**To Whom Responsible**

The Principal Mr Hajat, Practice Manager, senior dental nurse, the dentist and hygienist or therapist she/he is working with.

**For Whom Responsible**

Trainee dental nurse

**Employment Duties**

- To perform high quality dental nursing whilst assisting each dentist, hygienist and therapist in all dental procedures in a safe and effective manner in accordance with the 'Code of Ethics' of the British Association of Dental Nurses and the GDC requirements and recommendations to dentists and their staff. The performance of these duties is under the reasonable directions of the Principal and Practice Manager made known from time to time as appropriate.
- To establish and maintain friendly, productive working relationships with all members of the dental team
- To assist with the supervision of trainee dental nurses in the Practice
- To assist at the reception and perform other clerical duties if required
- To take reasonable care for her/his own health and safety and that of others who may be affected by her/his acts or omissions at work

**Key Tasks**

- Setting up and preparing the surgery before the start of each session
- Clean and disinfect all equipment and working surfaces to the required standards at the end of each session
- Keep the clinical areas and all equipment and instruments clean, tidy and sterile as appropriate according to the practice's health and safety and infection control procedures and manufacturers' instructions
- Use all equipment and machinery in accordance with manufacturers' recommendations and ensure that they are maintained regularly and in good working order
- Provide chairside assistance, ensuring that the correct equipment is available
- Always ensure the care and welfare of patients in a friendly, helpful and courteous manner
- Accurately complete patient clinical records as directed

- Observe patient confidentiality at all times
- Perform chaperoning duties for dentists, hygienists/therapists when treating patients
- Handle all substances in accordance with Health and Safety policies
- Be familiar and comply with all Health and Safety rules and guidance, including COSHH, infection control, and ensure safe disposal of sharps and clinical waste
- Develop and file radiographs
- Clean radiograph processing unit and change radiographic solutions as directed
- Complete laboratory request forms, keep records of work sent, received and fitted
- Ensure all necessary laboratory work is returned and read for each session
- Ensure adequate stocks of materials and other items within the surgery
- Ensure computer/written records are accurately maintained and securely stored
- Liaise with reception to ensure smooth patient communications and transfer of records
- Other duties as necessary for the efficient operation of the practice, including the duties and tasks of receptionist as required
- Attend and participate in practice meetings
- Undergo training as may be required to develop your skills and abilities
- Attend refresher and update training for medical emergencies and CPR
- Act in accordance with the practice rules and code of conduct
- Assist in keeping clean the surfaces, sinks, floors of the surgeries and common areas of the practice reception, office, staff room and toilets

The job description and allocation of particular responsibilities may be amended by agreement from time to time.