

Position Title	Dental Assistant – Learning and Teaching
Group/Portfolio	Griffith Health - Griffith Health Clinics
Classification	Hew Level 4
Position Number	00054322
Reports To	Clinical Administration Officer
Employment Type	Fixed Term

1.0 Position Purpose

The Dental Assistant will be responsible for receiving and preparing patients for their appointments in the dental clinic, under the direction of the Clinical Administration Officer and the Dental Clinic Manager. The role will also involve assisting staff and students with a full range of dental treatments and procedures, as well as contributing to the training and assessment of students within the School of Dentistry and Oral Health.

2.0 Eligibility Requirements

- The occupant of this position will hold an associate diploma level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

Teamwork and Collaboration

- Work collaboratively with colleagues to act on instruction and report changing patient conditions.
- Support the day-to-day activities in the Learning and Teaching Clinic whilst working collaboratively with academic and professional staff colleagues.
- Work under routine supervision and direction of the Team Leader, Dental Assistant to ensure the smooth operational running of the Dental Clinic.
- Provide professional support to students and academics, including education responsibility during foundation week.

Administrative and Reception Support

- Provide administrative and or reception assistance as required by the Team Leader ensuring strict adherence to confidentiality.

Infection Control and Clinical Hygiene

- Undertake general cleaning of surfaces and equipment to ensure a high standard of cleanliness is maintained and infection control policies and procedures are adhered to.

- When required to do so, assist in cleaning and processing of instruments in CSSD.

Equipment Handling and Radiography

- When required to do so, assist in radiography sessions.
- Set up, assist and demonstrate the correct technique and process of x-ray images. Upload and export radiographs and X-rays.
- Coordinate and where appropriate, undertake maintenance and repairs of the dental clinic chairs. Including calibration of the dental scanner and shock treatment/bleaching of the dental chair lines in each student break

Professional Development and Conduct

- Maintain awareness of new developments, new techniques, and undergo appropriate continuing professional development.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

Other Responsibilities

- Other duties as directed by the Team Leader or Dental Clinic Manager

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).