POSITION DESCRIPTION

Position Title: Preclinical Dental Assistant
Organisation Unit: School of Dentistry
Position Number: 1000079
Type of Employment: Full Time, Continuing
Classification: HEW Level 3

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health

**The School of Dentistry**

The UQ School of Dentistry has a long and proud tradition of over 80 years of strength in dental education and research, and attracts high achieving students nationally and internationally. UQ is a leading source of expertise in the local, national and international dental community and has been a key contributor to achieving effective solutions to contemporary issues and challenges. The School has strong collaborations within and outside the dental profession.

As part of the Faculty of Health and Behavioural Sciences, the School of Dentistry offers the Bachelor of Dental Science (Honours) program and specialist post-graduate programs (Doctor of Clinical Dentistry). The School of Dentistry also has a growing cohort of research higher degree students.

Research within the School is focused on a number of themes, and crosses a range of areas from laboratory based research through to technologies applied in clinical practice and dental public health.

Further details about the School’s teaching programs, research interests and other activities may be accessed on the School’s web site at http://www.dentistry.uq.edu.au/

Further information about the Faculty and School is available at http://health.uq.edu.au/
The Oral Health Centre (OHC)

The OHC opened in January 2015. This award winning building is the largest and best equipped facility for patient treatment, dental education and research in Australasia. The OHC has over 150 chairs across 11 clinics and 2 general anaesthetic theatres, a PC2 laboratory catering to a range of laboratory based research, 2 clinical simulation laboratories, 2 auditoriums and a seminar room complex.

The OHC’s location on the Herston campus provides an excellent interface with other disciplines and health services, with the nearby Royal Brisbane & Women’s Hospital, the UQ Faculty of Medicine and School of Public Health, and the UQ Centre for Clinical Research. New teaching and research facilities (including expanded simulation labs) and new equipment at the forefront of current technology used in dentistry have allowed the School of Dentistry to commence a refreshed and innovative undergraduate dental program, along with an expanded range of postgraduate programs.

The Oral Health Alliance (OHA)

From January 2017, the OHA integrated the activities of Metro North Hospital and Health Service Oral Health Services and the UQ School of Dentistry to establish world-class activities in clinical teaching, research and service provision in oral health, headquartered around the state-of-the-art Oral Health Centre on the co-located Royal Brisbane and Women’s Hospital and UQ campus at Herston.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

The University of Queensland [Enterprise Agreement](http://www.uq.edu.au/current-staff/working-at-uq) outlines the position classification standards for Levels A to E.

**DUTY STATEMENT**

**Primary Purpose of Position**

The role of Preclinical Dental Assistant provides dental assistance and technical support for the activities undertaken in the School's Preclinical Laboratories.
Duties

Duties and responsibilities include, but are not limited to:

- Work collaboratively with the Preclinical Coordinator, Course Coordinators, Phase Coordinators, Discipline Leads and Clinical Stream Leads to ensure optimal student experience, teaching and learning.
- Support students in activities undertaken in preclinic, assisting in the full range of dental treatments and procedures.
- Prepare instruments and equipment before sessions, cleaning after sessions and assist students to undertake these activities, ensuring operations adhere to the relevant infection control policies and within School, University, Industry and Legislative requirements.
- Clean, disinfect and sterilize dental instruments and equipment according to laboratory standards, ensuring appropriate storage.
- Undertake general cleaning of surfaces and equipment to ensure a high standard of cleanliness, as defined by laboratory protocols.
- Ensure safe disposal of hazardous or toxic waste material.
- Assist with collection, labeling and dispatch of study models, specimens and dental work to laboratories, responding to enquires and receiving deliveries if required.
- Maintain accurate and tidy laboratory records.
- Assist with clinic simulation sessions when required.
- Adhere to the School’s standards in regards to personal presentation, ensuring a professional manner and appearance.
- Maintain awareness of new developments and dental techniques and promote sharing of this information with other team members.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The University’s Code of Conduct.

- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.

- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.

- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.

Conditions of Employment

- Appointees must possess a Blue Card, or have the ability to obtain one.

- Appointees must not seek to take periods of leave during teaching semesters. Urgent and necessary leave during this time is assessed and approved on a case-by-case basis.

- Appointees must be immunised according to the immunisation schedule.

- Appointees must be first aid qualified, or have the ability to obtain this qualification.

Organisational Relationships

The position reports to the Preclinical Coordinator, School of Dentistry, and works closely with the School’s academic staff members.
SELECTION CRITERIA

Essential

- Completion of Certificate III or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in dental assisting.
- A strong orientation to the provision of a high level of student education and learning.
- Ability to work collaboratively and professionally with students, supervising dentists and academic staff as part of a multi-disciplinary clinic team.
- Ability to take initiative and work independently with minimal supervision.
- Ability to maintain a professional standard of personal appearance.

Desirable

- Experience in working with students in a dental training environment or teaching facility.
- Dental Assistant Certification in Radiology.
- Demonstrated continuing education or professional development in dental assisting.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.