



# Position Description

## Dental Assistant

Dental Clinics

Faculty of Science and Health

<b>Classification</b>	Level 4
<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
<b>Special conditions</b>	Nil
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	September 2022



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

<b>Our Students</b>	<ul style="list-style-type: none"> <li>• Commencing progress rate</li> <li>• Student experience</li> </ul>
<b>Our Research</b>	<ul style="list-style-type: none"> <li>• Research income</li> <li>• Research quality and impact</li> </ul>
<b>Our People</b>	<ul style="list-style-type: none"> <li>• Engagement</li> <li>• All injury frequency rate</li> </ul>
<b>Our Social Responsibility</b>	<ul style="list-style-type: none"> <li>• Underlying operating result</li> <li>• Community and partner sentiment</li> </ul>



## Faculty of Science and Health

### Dental Clinics

The Faculty of Science and Health has more than 9000 students and over 500 staff dedicated to advancing scientific knowledge. It delivers flexible and innovative teaching programs designed to produce job-ready graduates for a diverse range of professions. As a leader in strategic and applied research the Faculty aims to enhance and extend scientific knowledge, train and educate future researchers as well as provide scientific solutions to current regional, national and global challenges. The staff and students of the Faculty achieve their educational and research goals through ethical practice, professional collaboration, industry involvement and a commitment to continual improvement.

The School of Dentistry and Medical Sciences is a multi-campus, academic unit. The School offers a suite of undergraduate and postgraduate courses both onshore and offshore in a range of health disciplines including: Dentistry, Oral Health Therapy, Medical Radiation Science (medical imaging, nuclear medicine, radiation therapy, medical ultrasound and mammography) and Physics. The School is committed to enhancing its reputation as a high performing multidisciplinary school and seeks academics focused on providing quality education and being actively involved in a variety of development of health professional education and health based research programs that complement these courses.

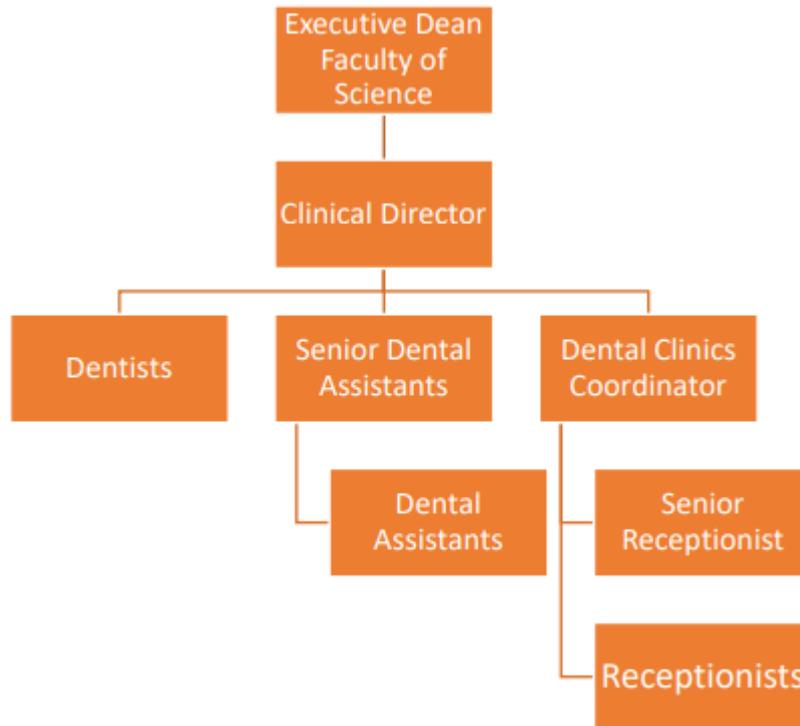
Staff are focused on innovative and high quality education, using vibrant new learning spaces to encourage collaboration and support new methods of teaching and learning. Through patient care, research and community service, our students and staff will also play a major role in helping to improve the oral and systemic health of people in regional/remote New South Wales, and across the nation and the world.

The Charles Sturt clinics are dedicated to the facilitation of Dentistry Services in the University's multi campus clinics. The focus of the Clinic's is to operate in a sustainable and business-like manner within the context of a University environment and to seek opportunities that will support the operation of the School of Dentistry and Health Sciences while providing a standard of health care in the regions in which the University operates that complies with dental accreditation standards.

The Clinics will maximise the opportunity for students to undertake clinical experience necessary to meet their educational and professional requirements and will foster strong professional and community support. Charles Sturt University offers private dentistry and student dental clinics to the general public. The Clinics are run by the Faculty of Science in support of the School of Dentistry and Health Sciences.



## Organisational chart



## Reporting relationship

**This position reports to:** Senior Dental Assistant

**This position supervises:** Nil

## Key working relationships

- Dental Receptionists
- Dental and Oral Clinicians and academics
- Patients

## Position overview

To assist and provide quality clinical and professional support to oral health clinicians, teaching staff and dentistry students in the performance of their tasks within both academic and commercial clinical environments.



## Principal responsibilities

### Patient Care

- Provide a high standard of dental assisting to the clinician to whom you are rostered.
- Comply with Charles Sturt University Dental and Oral Health Clinic Policies and Guidelines relevant to the provision of patient care.
- Prepare all equipment, instruments and materials for each patient procedure.
- Assist the clinician in the management of patient treatment, including evacuation and instrument transfer.
- Assist the clinician in the management of the patient's well being during clinical procedures.
- Process intra-oral radiographs.
- Assist the clinician in the documentation of patient treatment, both in written form and utilising the electronic Patient Management System, including charting, as requested.
- Decontaminate the clinical bay and reusable equipment at the end of each appointment and appropriately prepare instruments for decontamination / sterilisation.
- Clean, pack and sterilise instruments in accordance with Charles Sturt University Dental and Oral Health Clinic procedures for sterilisation.
- Assist with the maintenance of instruments and equipment within the clinics.
- Assist in the education of patients in dental health care when requested by the clinician.
- Liaise with the dental laboratory staff for receiving, preparing and dispatching of clinicians' laboratory work.

### Infection Control:

- Maintain a high standard of infection control in accordance with the Charles Sturt University Dental and Oral Health Clinic Infection Control Policy and Sterilisation Room Procedures.
- Comply with the need for and documentation of vaccination against infectious diseases.
- Be aware of your blood borne virus status through annual serology testing and testing in the event of exposure.

### Communications:

- Treat patients and other staff with courtesy and respect at all times.
- Demonstrate good communication skills with patients and other members of staff.

### Administrative Duties:

- Provide reception relief as required.



Training and Continuing Education:

- Ensure your dental assisting knowledge is current.
- Assist with the orientation of all new employees, when required.

General Duties:

- Perform other duties as directed by the Senior Dental Assistant or Clinical Director, appropriate to your classification, as required.



## Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

<b>Focus on service</b>	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
<b>Live our values</b>	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
<b>Listen closely</b>	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
<b>Follow instructions and procedures</b>	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.
<b>Cope with pressure and setbacks</b>	Cope with pressure, keep emotions under control, balance work and personal life, stay optimistic, handle criticism.
<b>Achieve personal work goals and objectives</b>	Accept and tackle demanding goals, work hard, make the most of development opportunities, seek progression.

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Completion of Certificate III in Dental Assisting or at least 4 years' demonstrated experience in dental assisting, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated sound dental assisting skills and understanding of infection control in the dental environment.
- C. Excellent oral and written communication skills and a demonstrated ability to liaise effectively with a range of individuals, including the general public, whilst always maintaining privacy and confidentiality in line with relevant legislative requirements.
- D. Good organisational skills and a demonstrated ability to use initiative.
- E. Commitment to continuing professional development.
- F. Demonstrated experience with using Windows based software.
- G. Current NSW driver's license.

### Desirable

- H. Completion of or evidence of progression towards Certificate IV in Radiography or Oral Health or Certificate III in Sterilisation.



● Brisbane

## New South Wales

● Dubbo

● Port Macquarie

● Orange

● Bathurst

Goulburn  
NSW Police Academy ●

● Sydney

● Wagga Wagga

● Canberra

● Albury-Wodonga

● Wangaratta  
Regional Study Centre

## Victoria

● Melbourne

● - Capital city ● - Campus location

