

Roles and Responsibilities- Dental Assistant

Role Overview:

The Dental Assistant supports dentists and other dental team members to deliver high-quality, safe, and efficient patient care. This role involves assisting during dental procedures, preparing and maintaining equipment, managing infection control, and ensuring patients feel comfortable and well-informed throughout their visit.

Key Responsibilities:

Clinical Support

- Assist the dentist during examinations and procedures by preparing instruments, passing tools, and ensuring smooth workflow.
- Prepare dental treatment rooms by sterilizing instruments, setting up trays, and ensuring equipment is functioning correctly.
- Take dental radiographs (X-rays) as directed by the dentist.
- Mix materials for fillings, impressions, or other procedures as required.
- Monitor patients during procedures to ensure comfort and safety.

Patient Care & Communication

- Greet and prepare patients for their appointments, explaining procedures and answering questions.
- Provide patients with post-treatment care instructions as directed by the dentist.
- Ensure a friendly and professional environment to enhance the patient experience.

Infection Control & Safety

- Follow strict infection control and sterilization protocols for instruments, surfaces, and treatment rooms.
- Maintain a clean and organized clinical environment in compliance with health and safety regulations.
- Adhere to occupational health and safety standards and report any hazards or incidents promptly.

Administrative & Operational Support

- Maintain accurate and up-to-date patient records, including treatment notes and medical histories.
- Manage inventory of dental supplies and assist with ordering and stock rotation.

- Support the front desk team when needed, such as scheduling appointments or managing patient inquiries.

Professional Development

- Participate in ongoing training and upskilling opportunities to enhance clinical and administrative knowledge.
- Stay informed about updates to dental procedures, equipment, and compliance requirements.