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## **DENTAL ASSISTANT**

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<b>REPORTS TO:</b>	Dentist
<b>FLSA CATEGORY:</b>	Full time, non-exempt
<b>EEO CATEGORY:</b>	Technician

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### **POSITION DESCRIPTION**

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The Dental Assistant performs a variety of patient care, office, and laboratory duties, including chair-side assistance as dentist examines and treats patients in a clinic setting. Duties include the preparation of restorative materials and medications; sterilization of dental instruments, taking and developing x-rays and performing other functions to assist the dentist.

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### **ESSENTIAL FUNCTIONS**

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1. Greets patients, reviews medical and dental history, take blood pressure and prepares patient for treatment. Provides a comforting atmosphere to alleviate the patient's anxiety or fears. May include giving basic explanation of procedures.
2. Assists dentist chair-side for restorative and/or surgical procedures by preparing, passing, and receiving appropriate dental instruments, restorative materials, amalgams, dental cements, and temporary sedative fillings in prescribed fashion. Essential Functions – Take vital statistics and health histories, instruct patients in proper dental health care, and fabricate and cement temporary crowns under general supervision of a dentist. Assistant must also take initial/diagnostic alginate impressions, place and expose x-rays using a digital sensor under indirect supervision of a general dentist. Assistant should be familiar with the following duties under direct supervision: remove sutures, assist the dentist in all operative and surgical procedures, place and remove rubber dams, place and remove matrices, remove excess cement from the coronal surfaces of the teeth, polish the surfaces of the teeth with a rubber cup and place pit fissure sealants.
3. Sterilize and disinfect instruments and equipment, prepare trays of instruments for dental procedures, and instruct patients on postoperative and general oral health care.
4. Sterilizes surfaces disinfected using autoclave, ultrasonic cleaner or chemical solutions. Practices required sterile techniques and ensures sanitary storage of supplies and equipment. Sends sterilized strips from autoclaves to companies for testing to ensure that autoclaves are working properly.
5. Keeps oral environment visible during dental procedures by use of high volume evacuation, air, water spray, or other devices.

6. Provides diagnostic information by exposing and developing radiographic studies as directed by dentist following radiation safety protocols
7. Office duties include scheduling and confirming patient appointments, receiving patients, keeping and filing treatment records, ordering dental supplies and materials.
8. Participates in staff and department meetings.
9. Participates in professional development activities to keep current with trends and practices in the provision of dental services.
10. Maintains material safety data sheets (MSDS) and adheres to OSHA regulations and standards.
11. Maintains strict confidentiality of patient information.
12. Prepares treatment room for patient by following prescribed procedures and protocols.
13. Provides information to patients and employees by answering questions and requests.
14. Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
15. Documents dental care services by charting in patient records.
16. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
17. Protects patients and employees by adhering to infection-control policies and protocols.
18. Assists dentist/hygienist in a manner as to optimize the safety of the patient, hygienist, or dentist in the course of treatment.
19. Disposes of waste materials from dental procedures including dental sharps, extracted teeth, blood soaked gauze, cotton rolls, and other disposable supplies according to OSHA guidelines and infection control.
20. Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
21. Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
22. Conserves dental resources by using equipment and supplies as needed to accomplish job results.
23. Prepares charges for services provided and forwards them to the accounting office, change capture codes and perform other support tasks associated with the work.
24. Contributes to team effort by accomplishing related results as needed.
25. Coordinate patient care with LCCC to facilitate patients getting scheduled for cleaning.
26. Other duties as assigned.

## **RESPONSIBILITIES**

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Other Duties/Responsibilities: None

Supervision Received: Works under supervision of the Dentist. Supervision is received through personal conferences, general observation of work in progress and periodic review by supervisor of completed work.

Supervisory Responsibilities: None

Budgetary/Fiscal Responsibility: None

Policy and Procedure Interpretation and Development: Responsible for understanding and complying with all HealthWorks' policies and procedures.

Contact with Others: Regular contact with patients, providers and staff, must be able to communicate clearly and effectively and maintain effective relationships with patients, medical/dental staff and the public.

## **JOB REQUIREMENTS/EXPERIENCE**

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Education: Completion of a Dental Assistants' Training Program leading to a certificate in exposing radiographs.

Knowledge, Skills, and Abilities: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Training or experience in dental health maintenance, use of dental technology, infection control, patient services, creating a safe, effective environment, listening, teamwork, bedside manner, health promotion and maintenance, Use of Medical Technologies, Performing Diagnostic Procedures
- Knowledge of dental equipment and sterilization
- Knowledge of computer systems and applications, including word processing, spreadsheets, practice management, and e-mail
- Knowledge of dental billing procedures.
- Current (annual) TB screening is requested of all HealthWorks employees.
- Hepatitis B immunization is optional.
- Current CPR certification

Experience: Minimum of six months experience in chair-side dental assisting. Education and/or experience equivalent may be considered.

### Licenses/Certifications:

- Must be certified in dental radiographs.
- Covid-19 vaccination is a condition of employment. Proof of vaccination by a third party must be provided to HealthWorks by the date of hire. Per HealthWorks policy, requests for medical or religious belief exemptions may be submitted for consideration and approval.

## **BEHAVIORAL EXPECTATIONS**

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### Clinical Quality And Patient Safety

- Assumes personal responsibility for providing quality service, comfort and responsiveness as perceived by patients, visitors, physicians, and co-workers.

### Service Excellence And Employee Engagement

- Demonstrates self-initiative and the ability to adapt to the challenges, conflicts, and ambiguities inherent to the position. Exhibits reliability and dependability. Reports to work on time and as scheduled. Demonstrates the willingness to accept other tasks as assigned. Exhibits ethical behavior and honesty.
- Demonstrates a commitment to individual growth and expansion of knowledge as it attributes to the position. Actively and aggressively initiates action to improve performance. Recognizes the value of teamwork and works cooperatively with others.
- Demonstrates a commitment to HealthWorks' mission, vision, and values.

## **PHYSICAL REQUIREMENTS**

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1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to stand for long periods of time.
3. Ability to speak, understand, and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
4. Utilize visual acuity to read small print.
5. Ability to work in normal office environment conditions using a computer keyboard and mouse.
6. Push and pull dental equipment weighing up to 25 pounds, perform physical movements specific to dental assisting including the precise passing of instruments, materials, and medications and ability to deal with visual restraints of working in the oral cavity.

## WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

All HealthWorks facilities are tobacco-free.

## EXPOSURE TO HAZARDS

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Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

## HOURS OF WORK / ATTENDANCE REQUIREMENTS

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Hours of work may vary, regular attendance is required.

## TRAVEL

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No travel required.

## BLOOD/FLUID EXPOSURE RISK

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### **Blood/Fluid Exposure Risk: (Check the appropriate category)**

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

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Employee Signature

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Date

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Supervisor Signature

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Date