



Job Code: 1500

Grade: 14

HCWR: N

Job Title
Dental Assistant

Department
Oral Health

Job Summary

Assist dentist and/or dental hygienist in examination and treatment of patients. Perform a variety of chair-side and clinical support functions. Prepare treatment operatory, position instruments and equipment. Monitor patient comfort. Assist in maintaining treatment records and maintaining operatory equipment and instruments. Responsible for the sterilization, preparation and inventory control of dental instruments and supplies.

Typical Duties

- Establishes reason for visit and instruct patient on preparation for dentist's examination.
- Takes and records patient vital signs such as blood pressure and respiration rate.
- Stocks and prepares operatory according to dentist's specifications and/or department protocols for patient treatment.
- Assists with various surgical, prosthetic and restorative procedures to include impressions, evacuation, retraction, cementation and homeostasis.
- Assists with mixing various types of materials; dispense, set-up and assist with nitrous oxide and electro surgery.
- Assists patients in need of help, i.e. handicap, pediatric, etc.
- Monitors intravenous fluids and vital signs during a procedure
- Monitors clinical equipment and materials; maintain cleanliness in clinic area according to current infection control procedures.
- Monitors proper infection control techniques.
- Exposes and develops dental radiographs as delegated and directed by the Dentist in accordance with state regulation and law and department directive and protocol.
- Performs independent procedures as delegated and directed by the Dentist in accordance with state regulation and law and department directive and protocol.
- Maintains all department areas in compliance with department policies and procedures as well as System policies and procedures relative to infection control, exposure control and safety issues.
- Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care of the Department.
- Assists with various clinical and administrative functions of the center inclusive of front office procedures as appropriate and time permits.
- Ensures the sterility of all reusable dental instruments and equipment in accordance with Department directive and protocol.
- Ensures the proper disposal of all contaminated or potentially contaminated materials in accordance with department directive, system policy as well as state and federal regulation(s).
- Performs all functions in full compliance with the system's and the department Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.



Typical Duties

- Participates in appropriate health promotion/ disease prevention activities, both on-site and off- site as required.
- Travels when necessary to meet operational needs.
- Stocks and maintains supply and inventory for clinic and individual operatories.
- Reviews patient charts for completeness, as well as order processing for referrals, x-ray, consents, etc.
- Collects clinic encounter forms at the end of each session and forward to billing.
- Provides back up for co-workers, when needed.
- Works collaboratively with the dentist for the coordination of quality dental care to the clinic's patients.
- Informs scheduled patients of any delays due to dentist's lateness, emergencies, schedule backup, etc.
- Performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives, as directed by a supervisor.
- Responsible for personal compliance in full with all applicable federal, state, local and system rules, regulations, protocols and procedures including but not limited to the participation of a Dental Assistant in the provision of clinical dental care, as well as those relating to, but not limited to personnel issues, work place safety, public health and confidentiality.

Minimum Qualifications

- High School Diploma or GED or equivalent
- Completed an accredited dental assisting program by the Commission on Dental Accreditation of the American Dental Association and one (1) year of clinical dental assisting experience in a dental clinic or hospital setting OR Three (3) years of clinical dental assisting experience in a dental clinic or hospital setting
- Valid Cardiopulmonary Resuscitation (CPR) certification

Preferred Qualifications

- Certification in coronal polishing and dental sealant
- Certified by the Dental Assisting National Board (DANB)
- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of standard dental procedures, terms, instruments, supplies, and equipment; of sterilization and sterile equipment; of processing and developing of x-ray film; of oral anatomy; of standards of oral hygiene; digital radiography; electronic health records and of clerical procedures.
- Knowledge of methods and procedures used in preventing dental disease; of methods and necessity for cleanliness of a dental operator; of Illinois dental laws and regulations; and of instructional techniques.
- Advanced knowledge of methods and procedures used in preventing dental disease; of current literature in the area; of education theory and techniques in the field of public health; and of public presentation techniques.



Knowledge, Skills, Abilities and Other Characteristics

- Ability is required to explain simple dental hygiene techniques.
- Ability is required to arrange and operate visual aids.
- Ability is required to communicate effectively both orally and in writing; to plan and coordinate the activities of others; and to train and instruct patient groups.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.