

JOB DESCRIPTION OF REGISTERED DENTAL ASSISTANT

COMPANY: Sheila N. Harris D.D.S. Inc.

DBA: Natomas Crossing Dental Care



GENERAL

Job Title: Registered Dental Assistant
Job Type: Full Time
Exemption Status: non-exempt
Working Days: Monday, Tuesday, Wednesday, Thursday, Friday

WORK EXPERIENCE

No

EDUCATION LEVEL

Approved Registered Dental Assistant License

DESCRIPTION

Responsible for assisting the dentist in the clinical treatment of patients. The Registered Dental Assistant performs a variety of patient care, office, and laboratory duties. Assistants hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices.

QUALIFICATIONS

Specific Qualifications:

- Graduate from a Board-approved RDA educational program.
- Complete at least 15 months (1280 hours) of satisfactory work experience as a dental assistant with a dentist licensed in one of the states in the United States; or
- Complete a California Department of Education-approved- 4 month educational program and 11 months of work experience with a dentist(s) licensed in one of the states of the United States.
- Complete board-approved courses in coronal polishing and radiation safety.
- Complete and show proof of completion of a Board-approved course in the Dental Practice Act completed within five (5) years of application.
- Complete and show proof of completion of an eight (8) hour Board approved course in infection control completed within five (5) years of application.
- Complete and show proof of completion of a basic life support course offered by an instructor approved by the American Red Cross or the American Heart Association.
- Submit fingerprint clearances from both the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).
- Knowledge of dental terminology.
- Understand and comply with policies and procedures associated with a dental practice.
- Understand and comply with HIPPA.
- Understand and comply with the HI-TECH Act of 2009.

General Qualifications

- Understanding and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis
- Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.

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- Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.
- Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.
- Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests, by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.
- Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individuals and cultural differences and for the attitudes and feelings of others.
- Attend to, receive, and correctly interpret verbal communication and directions through cues such as the content and context of the message and the tone, gestures, and facial expression of the speaker.
- Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest, tailor oral communication to the intended purpose and audience.
- Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.
- Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources, organize, integrate, analyze, and evaluate information.
- Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical process or innovative and creative approaches when needed.
- Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.

Physical Requirements:

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. While performing the duties of this job, the employee may be regularly required to sit for long periods. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. (When required by the Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

DUTIES

Patient Preparation - Assist patients with preparatory services in a conscientious, respectful, and confidential manner.

- Greet patients when they sign in and monitor arrival time.
- Obtain and review health histories according to office protocol.
- Chart patients' visit and record date, services rendered and any charges.
- Seat patients in treatment rooms.
- Demonstrate care and concern, while helping patients feel comfortable.
- Greet patients when they sign in and monitor arrival time
- Set up treatment rooms for procedures
- Escort patients to treatment room
- Seat patients in treatment rooms
- Show care and concern, and help patients feel comfortable
- Obtain and review health histories according to office protocol
- Ensure patients are always attended

Patient Services - Assist in dental services under the direction of a licensed Dentist, or Dental Hygienist. Follow instructions, and maintain an even temperament during period of patient discomfort, or agitation associated with dental procedures being performed.

- Anticipate and assist dentist's needs
- Perform expanded functions and other tasks as assigned by the dentist
- Mix dental materials
- Ensure patients' questions are answered thoroughly before they leave
- Chart patients and record date, service rendered and any charges

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- Escort patients from the treatment room
- Ensure proper treatment notes are recorded in patient's chart
- Perform clinical procedures as practice act allows and as directed by dentist
- Give patient instruction and demonstrate when necessary
- Monitor patient flow
- Notify Treatment Coordinator if a patient should be called in the evening after a difficult appointment

Treatment Room Management and Sterilization -

- Keep dental units ready, stocked and clean.
- Oversee cleanliness of the treatment room according to sterilization procedures.
- Disinfect treatment rooms according to OSHA regulations.
- Sterilize all instruments and hand pieces according to OSHA regulations.
- Keep trays, instruments and treatment room drawers organized.
- Ensure that office sterilization procedures document is on display.
- Promptly send out and monitor all dental laboratory cases. Implement the preventative maintenance/cleaning schedule for dental equipment.
- Maintain dental office emergency kits and nitrous and oxygen tanks.
- Follow laboratory procedures according to office protocol.

Records Management

- Securely store and handle patient records in compliance with state and federal requirements, including the HIPPA privacy and security regulations.
- Accurately file patient information.
- Arrange patient charts and radiographs for next day's appointments.
- Track cases and referrals to and from other doctors.
- Assist in the administration of the recall system.

Inventory Management

- Monitor inventory and order dental office supplies as needed.
- Ensure that treatment rooms are stocked at all times

Office Participation

- Help in other areas of the office when necessary (i.e., answering phones, unpacking supplies, completing insurance forms, moving former patient records, etc.).
- Be an active participant in team meetings.
- Promote team concept by interacting with others in the office

Dental Assistant Duties

Physical

- Greet patients when they sign in and monitor arrival time.
- Set up treatment rooms for procedures.
- Escort patients to treatment room.
- Seat patients in treatment rooms.
- Show care and concern, and help patients feel comfortable.
- Obtain and review health histories according to office protocol.
- Ensure patients are always attended.
- Anticipate and assist dentist's needs.
- Perform expanded functions and other tasks as assigned by the dentist.
- Mix dental materials.
- Ensure patients' questions are answered thoroughly before they leave.
- Chart patients and record date, service rendered and any charges.
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Detailed Dental Assistant Duties

Direct Supervision of a Dentist – Supervision of dental procedures based on instructions given by a licensed dentist who must be physically present in the treatment facility during the performance of those procedures "D".

- Remove excess cement with an ultrasonic scaler from supragingival surfaces of teeth undergoing orthodontic treatment. (RDAs and RDAEFs must have completed a board-approved registered dental assistant educational program or course in these duties)

Under the General Supervision of a Dentist - Based on the instruction given by a licensed dentist, but not requiring the physical presence of the supervising dentist during the performance of those procedures "G".

- Extra-oral duties or procedures specified by the supervising licensed dentist provided that these duties or procedures meet the definition of a basic supportive procedure specified in section 1750.
- Operate dental radiography equipment for the purpose of oral radiography if the dental assistant has complied with the requirements, of Section 1656.
- Perform intraoral and extraoral photography.

Supervised Licensed Dentist will be responsible to determine duties - Licensed Dentist shall be responsible for determining whether each authorized procedure performed by a registered dental assistant should be performed under the general or direct supervision of a Dentist "DD".

- Adjust dentures extra-orally.
- After adjustment by the dentist, examine and seat removable orthodontic appliances and deliver care instructions to the patient.
- Application of pit and fissure sealants.
- Apply and activate bleaching agents using a non-laser light curing device.
- Apply non aerosol and non-caustic topical agents.
- Apply topical fluoride. (May operate under general supervision when operating in a school-based setting or government run public health program, see section 1750.1 ©).
- Assist in the administration of nitrous oxide when used for analgesia or sedation. A dental assistant shall not start the administration of the gases and shall not adjust the flow of the gases unless instructed to do so by the supervising licensed dentist who shall be present at the patient's chairside during the implementation of these instructions. This paragraph shall not be construed to prevent any person from taking appropriate action in the event of a medical emergency.
- Chemically prepare teeth for bonding.
- Cure restorative or orthodontic materials in operative site with a light-curing device.
- Dry endodontically treated canals using absorbent paper points.
- Examine orthodontic appliances.
- Fabricate, adjust, cement, and remove indirect provisional restorations, including stainless steel crowns when used as a provisional restorations.
- Monitor patient sedation, limited to reading and transmitting information from the monitor display during the intraoperative phase of surgery for electrocardiogram waveform, carbon dioxide and end tidal carbon dioxide concentrations, respiratory cycle data, or pulse arterial oxygen saturation measurements, for the purpose of interpretation and evaluation by a supervising licensed dentist who shall be at the patient's chairside during this procedure.
- Mouth-mirror inspection of the oral cavity, to include charting of obvious lesions, existing restorations, and missing teeth.
- Obtain intraoral images for computer-aided design (CAD), milled restorations.

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- Perform measurements for the purpose of orthodontic treatment.
- Place and remove orthodontic separators.
- Place and remove rubber dams or other isolation devices.
- Place bases, liners, and bonding agents.
- Place ligature ties and arch-wires.
- Place patient monitoring sensors.
- Place periodontal dressings.
- Place post – extraction dressing after inspection of the surgical site by the supervising licensed dentist.
- Place, adjust and finish direct provisional restorations.
- Place wedge, and remove matrices for restorative procedures.
- Polish coronal surfaces of the teeth.
- Pulp vitality testing and recording of findings.
- Remove excess cement from surfaces of teeth with a hand instrument.
- Remove ligature ties and arch-wires.
- Remove orthodontic bands.
- Remove periodontal dressings.
- Remove post-extraction dressing after inspection of the surgical site by the supervising licensed dentist.
- Remove sutures after inspection of the site by the dentist.
- Take facebow transfers and bite registrations.
- Take intraoral impressions for all non-prosthodontic appliances.
- Use of automated caries detection devices and materials to gather information for diagnosis by the dentist.