POSITION TITLE: Dental Assistant  

DEPARTMENT: Dental  

REPORTS TO: Dental Supervisor  

EXEMPT/NON: Non-Exempt  

EFFECTIVE DATE:  

REVISED DATE:  

HUMAN RESOURCES SIGNATURE:  

POSITION SUMMARY:

The Dental Assistant is the liaison between the dentist and the patient. He/she maintains communication with the dentist, patient, and the front office staff to ensure that the patient received satisfactory service and treatment. The Dental Assistant assists the dentist chairside during treatment procedures, performing all assisting duties permitted by law.

Entry Level DA prepares the instruments and materials for patient treatment according to EPFMC infection control guidelines. Training is provided to ensure safety and efficiency, with additional training available to provide dental assistant with opportunities for advancement.

This position requires the full understanding and active participation in fulfilling the mission of Eisner Pediatric & Family Medical Center. It is expected that the employee demonstrate behavior consistent with the core values of EPFMC. The employee shall support EPFMC’S strategic plan and goals and direction of the performance improvement plan. The employee will also be expected to support all organizational expectations including, but not limited to; Customer Service, Patient’s Rights, Confidentiality of Information, Environment of Care and EPFMC initiatives.

EDUCATION/TRAINING/EXPERIENCE:

A. Must possess a High School Diploma or GED.
B. Must have a current X-Ray License. If he/she does not, then they must sign an agreement that they will obtain the license with in three (3) months of employment.
C. Must be fluent in Bilingual English and Spanish.

LICENSES/CERTIFICATIONS:

A. Possess a certification as a Dental Assistant.
A. Possess current CPR Certification.

ORGANIZATIONAL EXPECTATIONS:

A. Meets customer service expectations and EPFMC activities.
   1. Promotes a service culture – EPFMC Customer Service Standards.
   2. Demonstrates the customer satisfaction standards set for the institution.
   3. Actively participates in ways to prevent customer complaints and dissatisfaction with services.
   4. Focuses attention and actions on what is best for the patient or customer.
   5. Attempts to identify all customer needs and tries to meet and/or exceed expectations.
   6. Interacts with all customers in a caring manner.
   7. Contact with others is polite and proactive.
8. Promotes a positive teamwork environment.
10. Communicates effectively in a positive, respectful and concise manner.

B. Demonstrates Core Values and supports Mission, Vision and Values and Code of Conduct.
1. Can articulate and demonstrates support for organizational goals, the Mission and Vision of the Institution and the core values.
2. Assures patient/family rights are respected and fulfills the Medical Center’s Patient Safety Philosophy.
3. Maintains confidentiality of patient information and Medical Center business matters.
4. Complies with all established policies and procedures.

C. Safeguards self/others and physical plant and equipment.
1. Demonstrates and understands personal and department role in the security, health, life and safety plans.
2. Demonstrates and understands role in the hazardous materials plan and can access information on MSDSs.
3. Demonstrates and understands the role in the hospital emergency and disaster plan.
4. Follows procedures for reporting faulty equipment or service problems.

D. Performance Improvement
1. Participates in performance improvement activities.

ESSENTIAL JOB FUNCTIONS:

A. Consistently applies infection control policies/practices.
   1. Understands and practices standard precautions for self and others in patient care activities.
   2. Understands and practices appropriate disease-specific isolation.
   3. Appropriately handles and disposes of sharps (i.e., needles, etc.) as required.
   4. Ensures sterility of supplies and equipment.

B. Meets population/age specific competencies per unit specific addendum (clinic areas only).

C. Attends department specific education/training, inservices, and staff meetings.
   1. Attends mandatory inservices/educational/training activities.
   2. Submits all required paperwork on time.
   3. Verifies, by signature/initials, attendance at staff meetings or reading of staff meeting minutes.

D. Department specific performance improvement project.
   1. Actively assists in unit performance improvement monitoring.
   2. Demonstrates understanding of performance improvement principles in job performance.

E. Assist the dentist in all aspects of patient care within the guidelines set forth by the California Board of Dental Examiners:

F. General Supervision: A circumstance of treatment in which the dental professional must diagnose and authorize the work to be performed on the patient by the dental staff but is not required being on the premises while the treatment is carried out.
   1. 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
   2. Operate dental radiography equipment for the purpose of oral radiography if the dental assistant has complied with the requirements of Section 1656.
   3. Ability to take Blood Pressure
   4. Perform intraoral and extra oral photography.
   5. Greets patients and assists them while waiting to be seen by the dentist.
   6. Prepares patient for the procedure/treatment
   7. Prepares all necessary instruments, equipment and models for the procedure/treatment
   8. Assists the patient in clean-up after the procedure or treatment.
10. Explains treatments and procedures to patient/parent or guardian.
11. Provides patient education on dental care and hygiene.
12. Files all information (including dental films) in patient’s charts after they are received and reviewed by the dentist.
13. Cleans and disinfects operatories after each patient and at the end of the day.
14. Cleans the equipment/instruments after use; prepares them for sterilization.
15. Calls patients to confirm their appointments for the next day. Sends out notices to “No Show” patients.
16. Replenishes stock in the dental operatories after each procedure or treatment, in preparation for the next patient.
17. Answers the phones and provides assistance to callers as needed.
18. Maintains inventory of dental supplies and prepares orders as needed.
19. Informs Dental Supervisor of broken or malfunctioning equipment.

G. Direct Supervision: A circumstance of treatment in which the dental professional must be present on the premises to diagnose, authorize, and approve all work performed on the patient by the members of the dental staff.

1. Apply nonaerosol and noncaustic topical agents.
2. 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(c))
3. Place and remove rubber dams or other isolation devices.
4. Place, wedge, and remove matrices for restorative procedures.
5. Remove periodontal dressings.
6. Remove post-extraction dressings after inspection of the surgical site by the supervising licensed dentist.
7. Remove sutures after inspection of the site by the dentist.
8. Take intraoral impressions for all nonprosthodontic appliances.
9. Goes with the dentist to off-site dental screening and patient education sessions.
### JOB DESCRIPTION PHYSICAL DEMAND ANALYSIS

**Essential Functions**

Explanation: Each physical requirement is rated on a frequency scale of 0-3 to reflect the requirements for normal working hours. Reasonable accommodations will be made as necessary.

<table>
<thead>
<tr>
<th>PHYSICAL REQUIREMENTS FREQUENCY RATING:</th>
<th>0. NONE (0%)</th>
<th>1. OCCASIONAL (1-33%)</th>
<th>2. FREQUENTLY (34-66%)</th>
<th>3. CONSTANT (67-100%)</th>
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<td>A. SITTING</td>
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<td>B. STANDING</td>
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<td>C. WALKING</td>
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<td>D. GRASPING</td>
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<td>E. SQUATTING/KNEELING/CRAWLING/CLIMBING</td>
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<td>F. PULLING</td>
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<td>G. LIFTS OVERHEAD</td>
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<td>H. VISUAL REQUIREMENTS</td>
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<td>I. WRIST DEVIATION (SIDE TO SIDE)</td>
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<td>J. HAND/WRIST REPETITIONS (UP/DOWN)</td>
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<td>K. REACHING</td>
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<tr>
<td>L. MANUAL DEXTERITY/STRENGTH</td>
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<td>M. TWISTING/BENDING</td>
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<td>N. LIFTS AND CARRIES</td>
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<tr>
<td>O. PUSHING</td>
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<td>P. HEARING REQUIREMENTS</td>
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<td>Q. NON-IONIZING RADIATION</td>
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<td>R. HAZARDOUS EXPOSURE</td>
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<td>S. DRIVING</td>
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**WORKING CONDITIONS**

Q. NON-IONIZING RADIATION
   (WELDING FLASH, MICROWAVES, SUN)

R. HAZARDOUS EXPOSURE
   (CHEMICAL [E.G. LATEX] AND INFECTIOUS)

S. DRIVING

T. IONIZING RADIATION
   (X-RAY, RADIOACTIVE ISOTOPES)

U. PERSONAL PROTECTIVE EQUIPMENT
   (E.G. RESPIRATORY MASK, LEAD APRON, ETC.)

V. OTHER: ____________________________

Dental Assistant
ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my duties may change at any time, according to the Center’s needs. Nothing in this position description is intended to create a contract of employment of any type. Employment is strictly on an at-will basis.

**CC:** Incumbent
Employee’s File
Supervisor

**Employee Signature:**

**Date:**