

*SURGICAL CHAIRSIDE
DENTAL ASSISTANT*

Position Title: Dental Assistant, Practice Limited to Periodontics

Employee Status: Non Exempt

Reports To: The Dental Assistant works under the Employers direct supervision.

Job Summary:

To assist in the performance of quality, caring clinical periodontal and implant treatment; to become adept at assigned clinical procedures; to aid the doctor smoothly and unobtrusively. Perform clinical and technical procedures under the supervision of a licensed dentist/periodontist. The Dental Assistant gets the patient ready, prepares the treatment room and equipment, and assists the doctor during examinations and treatment. Maintain awareness of comfort and safety needs of patients. Maintain equipment and inventory. Adhere to all required OSHA and health regulations.

Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma or equivalent. Knows how to administer CPR and first aid.

Certificates, Licenses and Registrations:

X-ray certificate (preferred), CPR certificate.

Knowledge:

Can competently perform the clinical and technical dental procedures required of a Registered Dental Assistant. Can take quality conventional and digital radiographs, including full mouth series, panoramic and individual periapical films. Knows how to administer CPR and first aid. Knows how to take blood pressure, attach EKG leads to patients and understand readings of monitors. Thorough understanding of cross contamination and how to prevent it. Keeps informed and updated on OSHA regulations.

Knows CDC guidelines.

Skills:

Knows how to work with: Autoclave, lathe, model trimmer, radiograph machines - panoramic Instrument, radiograph processor, radiograph duplicator - document scanner ultrasonic, intraoral camera, and vacuum-press.

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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 is required to do detailed work, using arms, hands, and fingers to handle and feel object worked with. The employee intermittently is required to sit, stand, walk, stoop, bend or reach throughout the day. Good eye-hand coordination and manual dexterity is needed. Specific vision abilities include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be physically able to administer CPR.

The employee may have to physically assist drowsy patients after anesthesia. May have to lift up to 25 pounds, roll a 90-pound anesthesia machine and a full 35-gallon drum of expended chemicals on wheels from one area to another. (When required by the Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work Environment:

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

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and risk of radiation. The noise level is usually moderate. Since everyone within the practice works on a time schedule governed by patient's appointments, the work and general environment can become somewhat hectic at times. Therefore, it is essential that the employee is able to, both physically and emotionally, effectively handle the normal anxieties associated with the job.

Competencies:

- Is able to "get along" well with fellow employees. Treats all with respect and courtesy.
- Can work well in teams of co-workers.
- Can accept constructive criticism.
- Has a desire and ability to work well with the public.
- Is organized, motivated, committed and self-directed.
- Has a positive attitude about the practice, the services provided and the products sold.
- Ability to communicate - expresses thoughts and ideas competently.
- Increases knowledge and skills through self-study and by attending courses and seminars.
- Able to understand relevant concepts regarding duties and responsibilities.
- Has dependable job attendance and can be relied on to follow through with assigned task.

Authority:

Record treatment information in the patient's chart. Enter type of treatment planned for next appointment and the amount of chair time, doctor time and assistant time needed. Dismiss patients.

Essential Duties and Responsibilities:

Direct Supervision Duties (doctor present):

- Apply non-aerosol and non-caustic topical agents.
- Take impressions for diagnostic and opposing models.
- Remove post-extraction and periodontal dressings.
- Assist in the administration of nitrous oxide.
- Remove sutures.
- Remove healing abutments from dental implants.
- Apply topical fluoride.
- Perform mouth-mirror inspection of the oral cavity, including charting of lesions, existing restorations and missing teeth.
- Remove cement excess from supragingival surfaces of teeth.
- Temporary cementation and removal of temporary crowns and orthodontic bands.
- Place post-extraction and periodontal dressings.

Other Duties:

- Seat patients in designated treatment rooms in a timely fashion.
- Take, process and mount radiographs.
- Pour and trim study models.
- Review medical history, progress from the previous visit, if applicable, and the scheduled treatment plan with each patient.
- Inform the doctor when the patient is ready.
- Assist the doctor by passing instruments, aspirating intraoral fluids, mixing materials and medicaments.
- Record treatment rendered in the patient's chart and charge out all procedures.
- Escort patients to the business area for financial follow-up and re-scheduling.
- Monitor incoming and outgoing lab cases.
- Take, develop, and mount full mouth radiographs.

Daily Maintenance:

- Turn on all lights, units, nitrous equipment and automatic processors each morning.
- Prepare all treatment rooms in advance for each patient.
- Decontaminate all treatment rooms and properly sterilize all instruments after each patient appointment.
- Change all chemical solutions, i.e., disinfectant soaks and sprays, sterilents, ultrasonic, presoak and radiograph processing.
- Maintain cleanliness of treatment rooms, dark room, lab and sterilizing area and assist in maintaining cleanliness of staff room.
- Clean and flush vacuum traps.
- Clean and lubricate handpieces.

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- Restock all treatment rooms and other clinical support areas.
- Clean sharp instruments and handle hazardous chemicals in a safe manner.

Routine Maintenance:

- General house cleaning (drawers, cabinets, etc.).
- Clean radiograph-processing rollers.
- Maintain lab counter areas.
- Trash removal in treatment areas.

Additional or different duties may be assigned from time to time.