Dental Assistant / Registered Dental Assistant (Extended Function)

Incumbent(s):

Department: Dental Clinic
Reports To: Dental Director
FLSA Status: Non-exempt
Supervises Others: No

JOB SUMMARY:
The Dental Assistant / Registered Dental Assistant performs standard dental assisting techniques in support of the dentist; provides high quality dental care when procedures are within the scope of training; enters data into the Electronic Dental Record (EDR); and completes other maintenance and support tasks as directed. Has in depth knowledge of each procedure, instruments and materials used. Works with the Dental Director to maintain safety in the dental clinic which may include but not limited to biohazard, blood-borne pathogens, x-radiation, sharp disposal, etc.). The Dental Assistant / Registered Dental Assistant works in the team-based model of care.

REQUIREMENTS

• Visible supporter of the mission, vision and values of SOS.
• Maintains highest degree of confidentiality in donor, staff, client, fiscal and organizational matters; understands and meets HIPAA, HITECH Act, OSHA and infection control requirements.
• Must follow all sedation guidelines dictated by the clinic policies and license requirements
• Remains up to date on best practices relevant to the position; enhances personal skills.
• Completes continuing education as required to retain licensure or certificates and cooperates with credentialing requirements and requests.
• Provides courteous and timely assistance to internal and external customers.
• Meets time and attendance requirements for the position and uses work hours productively and appropriately.
• Follows procedures and policies in completing work and making decisions.
• Completes continuing education as required to retain licensure or certificates and cooperates with credentialing requirements and requests.
• Meets criminal background search clearance.
• Meets clinic health requirements to include annual flu vaccination and annual proof of negative TB test. Hepatitis B and MMR immunity required.
• Works evenings or weekends as needed to complete workload.
• Has personal vehicle for work use; has personal driving record and insurance policy that meet SOS requirements. May travel out of town by car or air for short periods of time
• Works at all SOS locations as needed.
RESPONSIBILITIES:

- Manages the care of patients in collaboration with other health professionals and members of the health care team in order to make decisions about treatment and attain health goals.
- Performs all verbal communication tasks in English and Spanish.
- Assists providers with dental care and administrative duties as directed by supervisors.
- Follows standards to meet the needs of the patients.
- Works with dental providers to enhance service options.
- Respects the policies and the procedures of the department and the organization.
- Maintains current knowledge of professional licensure, regulatory and permit requirements for the clinic and ensures compliance in these areas.
- Maintains safety in the dental clinic to include biohazard, blood borne pathogens, x-radiation, sharp disposal etc.
- Takes X-rays safely and accurately.
- Responds to safety issues and accidents; completes documentation and remedial responses.
- Performs other duties as requested or assigned.
- Knowledge of and in compliance with all safety and fire codes.
- Assure adherence to all infection control, safety and risk management guidelines such as OSHA.
- Knowledge of HIPAA and HITECH Act and other regulations.
- Participates in recruitment of donors to secure in-kind and cash donations.
- Respects department plans and related cost budgets in support of goals and objectives.
- Attends meetings as requested and contributes to organization-wide decision making.
- Adapts to changes or unusual circumstances to promote cooperation and minimize disruption to working environment.
- Reports incidents and issues to supervisor or manager immediately.
- Meets current safety and dress/shoe requirements.

CLINICAL RESPONSIBILITIES

- Competent in assisting in all aspects of general dentistry.
- Works well with all providers and other staff members and is a team player.
- Can take directions well and act professionally while assisting all dental providers.
- Has in depth knowledge of all procedure, instruments and materials used for each procedure.
- Able to set up and clean up after each patient according to the protocol.
- Competent to process, clean and sterilize the instruments.
- Participates in cleaning and maintenance of dental equipments (autoclaves, etc….)
- Able to read patient’s records, provide appropriate consent forms as needed.
- Able to understand patient’s medical history, medical alerts, allergies and limitations.
- Maintains current knowledge of each procedure and be able to give post operative instructions as instructed by the provider.
- Able to use and work with EDR accurately.
- Follows all safety guidelines indicated for operator and patients during x-ray machine use.
- Take accurate vital signs including blood pressure.
- Keep all equipment logs accurately and up to date according to the instructions or as directed.
- Maintains current knowledge of emergency protocol in the clinic and be able to use the oxygen tanks safely and accurately.
- Maintains current knowledge of laws and regulatory and permit requirements and practice within the scope of services.
- Able to follow a schedule and perform all tasks assigned.
- Documents patient related information and encounters for compliance and completeness.
- Collaborates with the front desk to maintain a balance in the flow of the clinic.
- Works well with persons from various back grounds and lifestyles.
Registered Dental Assistants(RDA) / Registered Dental Assistant Extended Function (RDAEF)

- Registered Dental Assistants or Registered Dental Assistant Extended Function must practice within scope of the services permitted by their licensure in the state of California.
- Maintains current knowledge of professional licensure, regulatory and permit requirements for the position and the clinic and ensures compliance in these areas.

EDUCATION and / or EXPERIENCE:

- Graduate of a dental assisting school with a certificate of completion of Dental Assisting program or RDA
- Certificate of completion of Dental Radiation Safety in the State of California
- One year of dental experience preferred
- Speaks Spanish fluently and grammatically, including use of basic medical terminology.
- Prior knowledge of EDR and digital X-rays preferred
- Maintains an active CPR certification
- RDAs to fulfill all requirements in order to maintain current licensure

OTHER SKILLS:

- Works well independently and collaboratively with others.
- Organizes and manages personal and department work and assignments in order to meet deadlines and goals.
- Able to read and write English
- Able to add, subtract, multiply and divide correctly, in order to complete cost estimates and evaluate invoices for accuracy if necessary
- Willing to participate in trainings as it relates to clinical duties or computer programs

COMPUTER & EQUIPMENT SKILLS:

- Competent with use of typical office equipments such as computers, fax and copy machines, phones, etc.
- Familiar with Microsoft Word program
- Familiar with use of Internet software and E-mail
- Familiar with use of dental equipment, devices, tools
- Able to teach and monitor others in the use of dental equipment and devices
- Willing to learn computer programs as needed for the clinic including EDR

REASONING and MENTAL ABILITY:

- Uses planning and evaluation skills to develop successful strategies and tactics.
- Makes sound decisions and sets goals based on available information and evaluates situations and requirements to plan and adjust work accordingly.
- Able to review own and other's work and identify potential errors and miscalculations.

WORK ENVIRONMENT EXPOSURES

Hazardous Exposures:
- Exposed daily to chemicals and infectious agents typical of a dental office
- Obey all Infection Control and Universal precaution guidelines including the use of Personal Protective Equipment (PPE) (masks, gloves, lab coat, closed shoes, other as preferred)
- Regularly exposed to human blood and other potentially infectious materials
- Works in an environment with regular use of medical x-rays and microwaves

Noise Exposure:
- Noisy environment: Small indoor room with noisy clinic activities and high pitch sounds
- Noise from dental equipments, ultrasonic scalers, dental headpieces, high/low volume suctions and others.
- May use ear plugs for hearing loss prevention

**Vision Requirements:**
- Clear vision at 20 inches or less with or without corrective lenses
- Color vision required
- Vision (corrected or not) sufficient to drive motor vehicles and/or operate other equipment safely

<table>
<thead>
<tr>
<th>Lifting Requirements:</th>
<th>Under 10 Pounds</th>
<th>Up to 25 Pounds</th>
<th>Up to 50 Pounds</th>
<th>Up to 100 Pounds</th>
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<tbody>
<tr>
<td>Frequency</td>
<td>daily</td>
<td>frequently</td>
<td>none</td>
<td>none</td>
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<thead>
<tr>
<th>Physical Demands</th>
<th>AMOUNT OF JOB TIME</th>
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<tbody>
<tr>
<td>Stand</td>
<td>NONE</td>
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<tr>
<td>Walk</td>
<td>X</td>
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<td>Sits for long periods in constrained positions to examine and work on patients seated in dental chairs; sits at desk and computer station</td>
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<td>Use hands to finger, handle, or feel (including using fine motor skills to operate dental equipment and instruments and position materials; feel and finger patients’ mouth, gums and teeth)</td>
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<tr>
<td>Reach with hands and arms</td>
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<tr>
<td>Climb stairs, use ladders</td>
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<td>Stoop, kneel, crouch, or crawl</td>
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<td>Talk and hear in noisy environments</td>
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<td>Taste or smell</td>
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**ACKNOWLEDGMENT:**

I, (print name)__________________________________________________ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Organization reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to the job duties above I agree to abide by the Organization’s policies contained in the Employee Handbook or other policy documents provided to me. I certify that I can perform the duties of this position with or without an accommodation.

Employee Signature: ___________________________ Date: _____________

Supervisor Signature: ___________________________ Date: _____________