

DENTAL ASSISTANT

DEFINITION

To assist dentists and dental hygienists in the examination, maintenance and repair of gums and teeth; to assist in overall instruction regarding proper oral hygiene techniques and practices; to perform necessary clerical and technical support functions relevant to area of assignment; and to perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned professional and supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Sets up operations and portable unit equipment and assures that instruments, supplies, and equipment are available for patient care.

Provides direct clinical assistance to dentists and dental hygienists; passes instruments for operative and oral surgery procedures and mixing and filling materials; performs four-handed dentistry.

Mixes and applies pit and fissure sealant; polishes restorations; administers fluoride application and/or fluoride varnish; takes alginate impressions and pours models; assists in administering oral sedation.

Telephones laboratories for pick-ups; instructs patients and their families on oral hygiene and oral disease prevention and post treatment care.

Cleans operatories following Center for Disease Control and OSHA guidelines; cleans and sterilizes equipment and instruments.

Takes, develops, mounts and files oral radiographs; changes developing and fixing solutions when needed, and maintains darkroom.

Pulls patient charts; schedules appointments and notifies dentists and dental hygienists of their schedules.

Maintains lists of dentists, programs and facilities who will accept emergency referrals.

Screens phone calls, walk-in patients and referred patients for eligibility for services.

EXAMPLES OF DUTIES (con't)

Charts findings and treatments administered; prepares documentation and processes referrals.

Places temporary restorative material in teeth under the direction and review of a dentist; removes temporary crowns; performs preliminary fitting of crowns.

Orders, checks and stores supplies.

May perform other expanded duties and functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and techniques of four-handed dental assisting.

Materials, instruments and tools used in the field of dentistry and oral hygiene.

Appropriate cleaning, disinfecting and sterilizing techniques.

Methods and techniques required for expanded duty functions, as prescribed by law.

Standard office procedures and dental office procedures and methods.

Operations characteristics and safety precautions involved in the use of dental x-ray equipment.

Dental terminology and principles and procedures of record keeping and reporting.

Correct English usage, spelling, grammar, and punctuation.

Ability to:

Anticipate the needs of dental professional during treatment; assist in dental care.

Apply the techniques of expanded duty dental assisting.

Take and develop oral radiographs.

Use modern office equipment and computers effectively.

LANE COUNTY
Dental Assistant (continued)

Ability to: (con't)

Operate and maintain dental equipment and supplies.

Gain cooperation and instruct patients.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Graduation from an accredited dental assistant program.

Experience:

One year of responsible dental assistant experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements: Possession of an appropriate and valid certificate of Expanded Function Dental Assistant, including a certification of radiologic proficiency, issued by the Oregon State Board of Dentistry. Must be sealant certified by the Oregon State Board of Dentistry.

Established per Board Order 05-6-22-12.