



*South Central Missouri Community Health Center*

**JOB DESCRIPTION**

JOB TITLE: Dental Assistant – Trainee

STATUS: Full-Time Non- Exempt

DEPARTMENT: Clinical/Dental

APPROVED BY: Board of Directors

APPROVAL DATE:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**INTRODUCTION:** The purposes of this position are to provide housekeeping and clinical functions, and to help the dental team in the performance of their assigned tasks.

**Duties:**

Greets and seats dental patients. Sets out patient’s proper radiographs, chart, instruments, and materials for designated dental procedures.

Assists patient in completing medical history. Records specific information on the patient’s dental record as dictated by the dentist. Helps patients understand procedures to make appointments.

Observes/ trains with higher grade dental assistants providing chairside assistance.

Performs the following tasks under the guidance of higher grade dental assistant or dentist: passes instruments, arranges and mixes dental materials; operates oral evacuator; retracts cheek and tongue; provides post-operative instructions. Properly wears gloves, mask, protective eyewear and barrier garment for all dental procedures.

Responsible for properly cleaning, packaging and sterilizing all dental instruments. Correctly organizes and sets up dental instruments, supplies and materials for each dental procedure. Uses appropriate infection control technique during set-up and clean-up.

Maintains operatory unit and clinic areas in a clean, orderly, and aseptic manner. Provides routine maintenance on dental equipment. Informs supervisor about repairs or adjustments needed for equipment in the clinic.

Properly stores dental instruments, supplies, materials and tray set-ups. Responsible for keeping assigned clinic area properly stocked with all necessary supplies, materials and instruments. Informs supervisor when inventory of supplies and materials are low.

**Knowledge and Ability Required by Position:**

Ability to learn and follow procedures such as receiving patients, ordering supplies, organizing tray set-ups and using aseptic technique.

Ability to learn the use, care and storage of dental instruments, equipment and materials.

Ability to learn infection control procedures and technique.

Ability to interact with patients, to be able to explain procedures, give post-operative instructions, and make appointments.

Ability to learn basic dental terminology and record keeping procedures to properly enter information in patient records. Dexterity to be able to pass instruments and materials, to suction and retract when assisting.

### **Supervisory Controls**

All assignments are clearly defined through clear, specific, and detailed instructions. The dental assistant trainee works as instructed and consults with dentist or higher grade dental assistant on all matters not specifically covered in the original guidelines or instructions. The work is closely controlled through the structured nature of the work itself, and through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

### **Guidelines**

Specific guidelines and procedures exist for all work assignments. Except for simpler, repetitive tasks such as making or verifying appointments, the dentist or higher grade assistant usually provides detailed guidelines when a task is assigned. The dental assistant trainee strictly adheres to these guidelines.

### **Complexity Assignments**

Are repetitive or involve steps which are clearly defined. Actions to be taken or responses to be made are readily discernable, or employee requests assistance.

### **Scope and Effect Performance**

Specific duties facilitates the work of the dentist and other dental assistants.

Personal Contacts are with patients, dental staff, and other employees within the facility. The purpose of contacts with other employees is to exchange information. Contacts with patients are to provide limited services and obtain information.

**Physical Demands:** Duties require long periods of standing and walking.

**Work Environment:** Work involves danger of exposure to patients having communicable diseases. Dental assistant trainee must exercise caution to prevent cuts and burns in handling instruments. Dental assistant trainee must wear gloves, masks, protective eyewear, and barrier garment for all dental procedures.

This job description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as trainee progress and the organizational needs evolve.

**POSITION SUMMARY:**

Assists dentists with patient care and follow-up providing direct and indirect patient care in a clinical setting. The Dental Assistant performs duties such as: prepare the patient for treatment, assist the dentist in performing their treatment to the patient in preventative and restorative dentistry or oral surgery, prepare materials and equipment for treatment and have them ready for the dentist's use, take x-rays and assist the dentist in laboratory work. May perform other related work to include, but not limited to, making appointments, ordering supplies and aiding with the dental billing.

**Supervision Exercised:**

This position has no supervising duties.

**Supervision Received:**

Reports to the Staff Dentist or Dental Director

**ESSENTIAL JOB RESPONSIBILITIES:**

Will be trained to carry out skills as outlined in the Dental Policies and Procedures for clinical areas including preparing patients, sterilizing and disinfecting instruments, setting up instrument trays, preparing materials, and assisting dentist during dental procedures.

**On the Job Training in Job Duties:**

- Greets patients and escort them to work area
- Work with patients to make them comfortable in the dental chair and to prepare them for treatments and procedures
- Review the health history, make chart entries and assure that forms are signed and completed
- Sterilize dental instruments
- Maintain a sterile and neat working environment according to current infection control procedures
- Prepare the work area for patient treatment by setting out instruments and materials
- Ensure clinic areas are kept stocked at acceptable levels
- Assist the dentist in the administration of treatment at the chair side as required or directed by the dentist
- Help dentists by handing them instruments during procedures
- Keep patients' mouths dry by using suction hoses and other equipment
- Instruct patients in proper dental hygiene and dietary instructions
- Check equipment daily to insure accurate functioning
- Expose, process and mount radiographs
- Ensure that ALL activities completed are charted within the patient's record
- Ensure patient flow is timely and accurate throughout the unit
- Complete billing charges at end of each treatment

**Other Trainings Provided:**

Cardiopulmonary Resuscitation – (CPR)

**MINIMUM QUALIFICATIONS:**

High School Graduate or GED

Current certification in Cardiopulmonary Resuscitation (CRP training provided)

Ability to complete forms in an orderly and accurate manner

Able to use sound judgment. Possess a calm disposition and the ability to work easily with people, particularly with children

Ability to relate to the public in all areas

**WORKING CONDITIONS:**

Perform all duties in a manner that promotes team concept and reflects the Community Health Center mission and philosophy

Willingness to work a flexible schedule when circumstances necessitate

Physical Demands: Lifting, bending, reaching, pushing, carrying, sitting, vision corrected in normal range, hearing corrected in normal range

Hazardous Conditions: Exposure to infectious diseases; potential exposure to physical violence

Exposed to: Cold/heat controls, close contact with sick people

Multiple Duties: Must be able to work under conditions of constant interruption and be able to stay on task.

This job description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as organizational needs evolve.

AD to include:

YCHC Dental Assistant Trainee positions available. The trainee program is intended to supply you with the skills you need to become an effective dental assistant. The basic training will cover chart reading, how to take and record vital signs, dental terminology, patient charting, identify dental hand instruments, using suction hoses and other equipment, instruments sterilization methods, prepping work environment, current infection control procedures, administration of treatment.