



Registered Dental Assistant

JOB DESCRIPTION: Registered Dental Assistant

REPORTS TO: Dental Director

EDUCATION: High school diploma or equivalent. Successful completion of accredited certification dental assisting course. Current Registered Dental Assistant Certificate as established by the State of Texas, current CPR certification.

SKILLS: Excellent written and verbal communication skills • Skill operating a computer utilizing word processing, database and e-mail • Strong customer service skills • English/Spanish fluency preferred • Must have the ability to work independently without constant direct supervision • Must be an excellent problem-solver.

Required: Knowledge of *oral* anatomy, dental *pathology*, radiology, *oral* hygiene and dental pharmacology. Knowledge of oral disease processes and treatment options. Advanced knowledge of dental armamentarium related to all aspects of dental treatment for children and adults. Basic knowledge of dental coding practices

Chairside and In-clinic Duties and Responsibilities (Primary Duties):

1. Assist provider with initial patient assessments, vital signs, medical procedures, implementation and documentation of care
2. Review and update patient medical history, current and past medications and enter into dental record correctly, accurately, and efficiently. Asking relevant follow-up questions (for example asking dates of surgeries, or acute medical events like strokes or heart attacks, asking about diabetes control and knowing when to ask about certain lab results like blood glucose levels or HbA1c.)
3. Assist doctor during the clinical examination, record detailed and accurate exam notes and treatment plans as needed
4. Transition exam information to the front office staff for scheduling purposes
5. Responsible for taking diagnostic radiographs, exposing and processing said dental radiographs
6. In conjunction with provider orders, provide oral and written education to patients in disease processes, medication, intervention and treatment implementation
7. Assist provider in all dental procedures including but not limited to restorations, root canal treatments, simple extractions, surgical extractions, incision and drainage of intraoral and extraoral abscesses, alveoloplasty, sutures, pulpotomies, stainless steel crowns, dentures, bridges, implants.
8. Responsible for preparation and setting up of instruments, materials, and equipment necessary for each procedure
9. Responsible for paying attention to and accurately documenting in-treatment procedures including but not limited to: materials used, instruments used, amount of anesthetic and method of delivery, type and number of sutures placed, type and number of intraoral medicaments and/or dressings used.

10. Responsible for providing appropriate post-operative instruction to patients after procedures along with providing anticipatory guidance and discussing self-management goals with adults, children and parents.
11. Must be able to **independently** perform sealants and coronal polish for children and adults.
12. Must be able to **independently** fabricate good-quality temporary crowns chairside.
13. Must be able to **independently** take chairside intraoral impressions for patients.
14. Must be able to **independently** pour impressions in the on-site dental lab.
15. Must be able to **independently** fabricate good-quality whitening trays and mouth guards in the on-site dental lab
16. Must be able to fill out laboratory prescriptions as directed by provider
17. Must be familiar with turn-around times for all labs that laboratory cases are sent to and accurately calculate return-to-clinic dates and times for lab cases.
18. Correctly understand complex treatment plans and treatment plan orders. A lot of our treatment plans are 6-12 months long. Assistant must be able to understand each step and relay this to the patient throughout their oral health journey. Assistant must also be able to understand length of time procedures require in order to relay scheduling information to front office.
19. Explain referral to outside specialists to patients. Document reason for referral, along with the name and phone number of the specialist in the dental record.
20. Must understand all programs and services provided by Waco Family Medicine and refer patients appropriately (example referring patients for medical-legal services)
21. Must understand all patient payment modalities (Good Health Card, CHIP/Medicaid, MCNA, United Health Care, Title V etc.) and answer simple questions patients have about treatment plan as related to insurance and/or know when to refer to billing.
22. Assist patients to understand fees for services and billing processes
23. Must be able to communicate effectively with billing staff to assist patients to make payment arrangements and find financial assistance
24. Must be able to remain calm and render aid during medical emergencies

Sterilization Duties and Responsibilities (Primary Duties)

1. Adhere to enhanced infection control protocols and PPE requirements to reduce transmission of infectious diseases and bloodborne pathogens and aerosols.
2. Have a clear and thorough understanding of all sterilization procedures and protocols set by the Dental Sterilization Committee.
3. Comply with and share in the implementation of all safety, sterilization and infection control requirements, including OSHA.
4. Process dental instruments and patient care items through the sterilization process safely and efficiently
5. Maintain sterilization equipment, following manufacture maintenance guidelines and intervals
6. Maintain logbooks (Sterilization, x-ray, monthly duties etc.)
7. Maintain equipment in the sterilization area, lab, and operatories through proper manufacturer procedures and must know to report any issues to maintenance team in a timely manner.
8. Safely and efficiently turn over operatories, transporting dirty instruments to the sterilization area for processing while maintaining sanitary and sterile conditions.
9. Ability to set up a variety of sterile trays based on provider preference and procedure
10. Disposing of organic and inorganic medical waste items, sharps etc. in correct manner and receptacles.

Assisting Senior Dental Students and AEGD Residents (Secondary Duties):

Waco Family Medicine partners with NYU Langone Dental Medicine's Postdoctoral Residency Program

as a training site for the Advanced Education in General Dentistry Program. Waco Family Medicine also partners with the Arizona School of Dentistry and Oral Health (ASDOH) as an extramural clinical experience and teaching site for fourth-year dental students. As such, WFM assistants will have to opportunity to assist these students and residents.

Responsibilities include:

1. Paying close attention to treatment plans and procedures.
2. Helping new students and residents understand clinic flow and treatment protocols at WFM
3. Helping keep patient's calm reassured during procedures
4. Guiding students as needed during procedures by making suggestions of instruments they can use.
5. Assistants have stop-treatment authority. This means that if at any point the assistant does not think the treatment is progressing in a productive or safe manner they should ask the student to stop working while they get the mentoring doctor.
6. Assistants are responsible for helping students complete accurate and detailed clinical notes

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- indoor setting
- shift length - 8 hours
- frequent use of computer
- extensive standing and walking
- frequent squatting, bending, kneeling, reaching, twisting, climbing
- occasional sitting
- frequent telephone usage
- continuous conversational communication
- continuous repetitive grasping and manipulation of both hands
- occasionally working in confined, noisy areas
- occasionally lifting and carrying up to 50 lbs
- occasionally pushing, pulling and positioning patients up to 200 lbs
- occasionally pushing, pulling and positioning (with assistance) patients over 200 lbs
- occasional exposure to electrical, chemical, gaseous and dusty conditions
- occasional exposure to patients with communicable diseases
- infrequent use of personal transportation
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications
- able to respond quickly and calmly in medical emergencies

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date