

Friends of Family Health Center

Staff Job Description

Administrative Manual
File Under: Personnel

Page 1 of 4

Position: Registered Dental Assistant
Reports To: Dental Supervisor

Approved By: Edgar Castro

Issue Date: June 2015

Revised/Reviewed Date:

June 2015

Position Status: Non-Exempt

Position Summary:

Under the direct supervision of Dental Supervisor and/ or a licensed dentist this position is responsible for assisting the dentist(s) and dental hygienist(s) in the direct provision of dental care and treatment services. The Registered Dental Assistant also performs regular basic supportive dental procedures and functions within the scope of a registered dental assistant.

Essential Functions:

1. Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or dental hygienist.
2. Serves as dentist's or dental hygienist's chair-side assistant.
3. Prepares operatory for patient treatment as per Center protocols and the dentist or dental hygienist's directions.
4. Exposes and develops dental radiographs in accordance with state regulations and law as well as Center directive and protocol.
5. Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law and Center directive and protocol.
6. Maintains Center equipment in accordance with manufacturer's directions and Center policy and protocol.
7. Maintains all treatment areas in compliance with Center directives and protocols as well as policies and procedures relative to infection control exposure control and safety issues as required by local, State & Federal guidelines.
8. Maintains adequate operatory supplies and compiles a list of individual item shortages for inventory control and ordering purposes.
9. Understands and abides by HIPAA regulations and maintains confidentiality.
10. Adheres to OSHA compliant uniform attire and basic personal hygiene standards per company policy.

11. Maintains a list of all Center patients, monitors patient flow, and assists the Dental Director, dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and scanned.
12. Scan patient documents to Electronic Dental Record as required.
13. Receives and places necessary telephone calls consistent with professional matters, Center business and patient care of the Center.
14. Insures the sterility of all-reusable dental instruments and equipment in accordance with Center directive and protocol.
15. Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with Center directive center policy as well as state and federal regulation(s).
16. Performs all functions in full compliance with the Center Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.
17. Responsible for personal compliance in full with all applicable federal, state, local and center rules, regulations, protocols and procedures including but not limited to the participation of a Dental Assistant in the provision of general dental care, as well as those relating to, but not limited to personnel issues, work place safety, public health and confidentiality.

Additional Responsibilities:

1. Assists with various general and administrative functions of the Center as appropriate and time permits.
2. As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
3. Participates in appropriate health promotion / disease prevention activities, both on-site and off-site as required.
4. Assists in maintaining the Emergency Kit and Disaster Kit.
5. Assist with training of established and new DA/RDA staff.
6. Assists in other projects as needed by Dental Supervisor.
7. Provide translation assistance for patients, staff and dentist as needed.

Knowledge/Skills/Abilities:

1. Comprehensive knowledge of dental assisting techniques and procedures for all phases of general dentistry.
2. Knowledgeable of modern dental materials, their storage, handling and applications is required.
3. General awareness of the expectations and concerns of the Center's dental patients and be able to respond in an empathetic and professional manner.
4. Ability to work with persons from a wide diversity of social, ethnic and economic backgrounds.
5. Ability to creatively work with other health care professionals from a variety of disciplines to achieve maximal results for the Center's patient from a system of integrated primary health care.

Information Management:

1. Treats all information and data within the scope of the position with appropriate confidentiality and security.

2. Maintains patient confidentiality.

Risk Management:

Cooperates fully in all risk management activities and investigations.

Position Qualifications, Education and Training:

1. High school diploma or GED certificate.
2. Completion of accredited course in dental assisting.
3. Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
4. Effective oral and written communication skills in English are required. Effective oral communication skills in Spanish preferred.

Licensure and Credentials:

1. Graduated from accredited Dental Assisting School.
2. Minimum of one (1-2) years of recent experience as a RDA.
3. Valid California Registered Dental Assistant license and RDA Certification.
4. Radiographic and Infection Control certification
5. CPR

Typical Physical Demands:

Prolonged sitting or standing may be required. Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with dental assisting in general practice dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols as well as the ability to utilize telephones, computer terminals and copiers is required. Work under stressful conditions as well as irregular hours may be required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Occasional

hands-on contact is likely in the following: Hazardous Exposure (Chemical and Infections):
Non-Ionizing Radiation (microwaves, sun, etc.): Radiation (x-ray).

I have received a copy of this position and discussed it with my supervisor. I agree to fulfill the responsibilities of the position I have been hired.

Employee Name: _____ Supervisor Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____