JOB DESCRIPTION

Job Classification: Dental Assistant - Level 1

Reports to: Dental Clinic Manager/Dental Director

Supervises: None

Last reviewed: 11/09/11

POSITION PURPOSE:

This position is the first of three dental assistant levels. After testing or direct observation, the dental director and executive director can certify an assistant to the next level. This position greets and prepares dental patients, performs a variety of technical duties to assist dentists in the examination and treatment of patients; and performs related duties involved in the care and maintenance of dental instruments, equipment and supplies.

MINIMUM QUALIFICATIONS:

Education: High School diploma or GED. Completion of an approved dental assisting program preferred.

Registration: Washington State Department of Health Registration – Required

Certification: Certified Dental Assistant (CDA) preferred.

Experience: None required.

Equipment/Skills: Ability to work as a team member within a clinical environment, ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines. Willingness to learn new skills and take direction from team mates and dentists.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

PRIMARY JOB RESPONSIBILITIES:

A. Maintains a current registration with the State
B. Gets along well with the entire VVHC staff.

C. Attends and participates in all staff meetings.

D. Knows where everything in the office is located within the first year.

E. Knows how to properly break down and clean a used operatory per WISHA/OSHA requirements (see WISHA/OSHA manual).

F. Sets up an operatory for basic procedures done in this clinic over the course of the first year.

G. Knows correct instrument cleaning, sterilizing, and tray set up and storage procedures.

H. Operates steam autoclave, statim, and ultrasonic machine.

I. Exposes, develops, and properly mounts all required radiographs.
   - Has detailed knowledge of how the x-ray machines works.

J. Knows correct dental chair position for seating patients and end of the day position.

K. Completes assigned weekly duties as directed and logs these duties in the appropriate place in a timely manner.

L. Knows our charting system and how all entries in patient charts are made.
   - Understands all HIPPA requirements (see HIPPA manual) for proper chart handling.

M. Knows all ABCD procedures and can take a child through the whole appointment without other staff assistance.

N. Knows our appointment process and can escort a patient to the front desk and hand them off to the clinic coordinator for appointing after educating patient and parent of treatment needs and home care instructions.

O. Has complete understanding of all clinic policies and procedures (see employee and policy manuals) over the course of the first year.

P. Has good interpersonal skills. Can take direction with enthusiasm and understanding.
Q. Maintains positive, constructive, collaborative, cooperative and professional working relationships with coworkers.

R. Sustains a cooperative, helpful, respectful and professional working relationship with supervisor.

S. Keeps behaviors, communications and other outward expressions regarding Valley View Health Center in a positive manner.

T. Obtains continuing education credit hours to maintain any professional credentials or association memberships. Seeks out additional educational opportunities to continuously improve skills, education and knowledge.

U. Can assist chair side for basic procedures done in this clinic over the course of the first year.

V. Understands how to use the MSDS book.

W. Knows current WISHA guidelines.

X. Knows all rubber dam clamps; punching and applications of rubber dams.

Y. Capable of doing some minor lab procedures, including the timely and correct pouring of models.

Z. Knows how to set up and safely operate all chair side equipment;
   - All handpieces
   - Amalgamators
   - Air/water syringes
   - Curing lights
   - Operating light
   - Dental chair controls

AA. Knows how to prepare all materials for use;
    - Sedative filling…IRM...
    - All cements
    - Cavity liners….Vitrebond
    - Impressions
    - Amalgam
    - Composite
    - Stainless steel crowns

BB. Knows all surgical instruments and their use.

CC. Is familiar with all supplies we stock.
DD. Quarterly performance and procedure evaluations are passed and maintained at a level of 80% or higher. Must pass all quarterly evaluations at 90% or greater to be eligible to move to Level II position.

EE. Performs other related duties as assigned. Standards:
   - Follows guidelines established at time of assignment.
   - Accepts assignments willingly.
   - Prioritizes workload to ensure timely completion of assignment.
   - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

_________________________________  ____________________
Employee Signature                        Date

_________________________________  ____________________
Supervisor Signature                     Date
JOB DESCRIPTION

Job Classification:  Dental Assistant- Level 2

Reports to:  Dental Clinic Manager/Dental Director

Supervises: None  Last reviewed: 11/09/11

POSITION PURPOSE:

This position is the second of three dental assistant levels. This assistant commands all the skills and knowledge from level one without needing help or guidance at any time for those skills. This position greets and prepares dental patients, performs a variety of technical duties to assist dentists in the examination and treatment of patients; and performs related duties involved in the care and maintenance of dental instruments, equipment and supplies. This position will also be asked to help with reception from time to time.

MINIMUM QUALIFICATIONS:

Education: High School diploma or GED. Completion of an approved dental assisting program preferred.

Registration: Washington State Department of Health Registration – Required

Certification: Certified Dental Assistant (CDA) preferred.

Experience: Minimum of two years experience at VVHC.

Equipment/Skills: Ability to work as a team member within a clinical environment, ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines. Ability to rise to a leadership role to set example for level one employees and train new employees.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly
PRIMARY JOB RESPONSIBILITIES:

A. Maintains a current registration with the State

B. Gets along well with the entire VVHC staff.

C. Attends and participates in all staff meetings.

D. Knows where everything in the office is located.

E. Knows how to properly break down and clean a used operatory per WISHA/OSHA requirements (see WISHA/OSHA manual).

F. Sets up an operatory for any and all procedures done in this clinic.

G. Knows correct instrument cleaning, sterilizing, and tray set up and storage procedures.

H. Operates steam autoclave, statim, and ultrasonic machine and knows the proper cleaning schedule.

I. Exposes, develops, and properly mounts all required radiographs.
   a. Has detailed knowledge of how the x-ray machines works.
   b. Knows how to maintain the automatic film developing machine.

J. Knows correct dental chair position for seating patients and end of the day position.

K. Completes assigned weekly duties and logs them in the appropriate place in a timely manner.

L. Knows our charting system and how all entries in patient charts are made.
   • Understands all HIPPA requirements (see HIPPA manual) for proper chart handling.

M. Knows all ABCD procedures and can take a child through the whole appointment without other staff assistance. Knowledge of ABCD, HeadStart, and ECEAP paperwork.

N. Knows our appointment process and can escort a patient to the front desk and hand them off to the clinic coordinator for appointing after educating patient and parent of treatment needs and home care instructions.

O. Has complete understanding of all clinic policies and procedures (see personnel guidelines and policy manuals). Sets an example for other staff members by following these standards.
P. Has good interpersonal skills. Can take direction with enthusiasm and understanding.

Q. Maintains positive, constructive, collaborative, cooperative and professional working relationships with coworkers.

R. Sustains a cooperative, helpful, respectful and professional working relationship with supervisor.

S. Keeps behaviors, communications and other outward expressions regarding Valley View Health Center in a positive manner.

T. Obtains continuing education credit hours to maintain any professional credentials or association memberships. Seeks out additional educational opportunities to continuously improve skills, education and knowledge.

U. Willing, capable and effective at training a new entry level employee in level one skills. Willing, capable and effective at training a new level two assistant – a requirement prior to going to the next level.

V. Can assist chair side for any procedure done in this clinic.

W. Understands how to use the MSDS book.

X. Knows current WISHA guidelines.

Y. Knows all rubber dam clamps; punching and applications of rubber dams.

Z. Capable of doing all lab procedures we do at VVHC, including the timely and correct pouring of models. Able to correctly fill out lab slips and send cases off to the labs.

AA. Knows how to set up and safely operate all chair side equipment;
-All handpieces -Amalgamators
-Air/water syringes -Curing lights
-Operating light
-Dental chair controls

BB. Knows how to prepare all materials for use;
-Sedative filling…IRM.. -All cements
-Cavity liners….Vitrebond -Impressions
-Amalgam
- Composite
- Stainless steel crowns

CC. Knows all surgical instruments and their use.

DD. Is familiar with all supplies we stock, their planned inventory levels and ordering.

EE. Quarterly performance and procedure evaluations are passed and maintained at a level of 90% or higher – a requirement to maintaining Level II status and compensation. Must pass all quarterly evaluations at 100% to be eligible to move to Level III position.

FF. Performs other related duties as assigned. Standards:
- Follows guidelines established at time of assignment.
- Accepts assignments willingly.
- Prioritizes workload to ensure timely completion of assignment.
- Asks appropriate clarifying questions relative to scope of assignment.

GG. Cross-trains with receptionist
- Can successfully cover for receptionist in the event that the reception area is short staffed.
- Understands appointment scheduling and how to enter patient information into Nextgen.
- Be able to collect the proper payments and quote treatment.

ACKNOWLEDGMENT:
I have read and understand the above Job Description, and agree with it.

_________________________ __________________________
Employee Signature Date

_________________________ __________________________
Supervisor Signature Date
JOB DESCRIPTION

Job Classification: Dental Assistant- Level 3

Reports to: Dental Clinic Manager/Dental Director

Supervises: None

Last reviewed: 11/09/11

POSITION PURPOSE:

This position is the third of three dental assistant levels. This assistant commands all the skills and knowledge from levels one and two without needing help or guidance at any time. This position greets and prepares dental patients, performs a variety of technical duties to assist dentists in the examination and treatment of patients; and performs related duties involved in the care and maintenance of dental instruments, equipment and supplies. This position will also be asked to help with reception from time to time.

MINIMUM QUALIFICATIONS:

Education: High School diploma or GED. Completion of an approved dental assisting program, preferred

Registration: Washington State Department of Health Registration – Required

Certification: Certified Dental Assistant (CDA) preferred.

Experience: Minimum of five years experience at VVHC.

Equipment/Skills: Ability to work as a team member within a clinical environment, ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines. Current knowledge of WISHA guidelines. Ability to rise to a leadership role to set an example for level one and two employees. Train new employees. Computer skills to update manuals and maintain logs.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly
PRIMARY JOB RESPONSIBILITIES:

A. Maintains a current registration with the State

B. Gets along well with the entire VVHC staff.

C. Attends and participates in all staff meetings.

D. Knows where everything in the office is located.

E. Knows how to properly break down and clean a used operatory per WISHA/OSHA requirements (see WISHA/OSHA manual).

F. Sets up an operatory for any and all procedures done in this clinic.

G. Knows correct instrument cleaning, sterilizing, and tray set up and storage procedures.

H. Operates, knows the cleaning schedule and maintains steam autoclave, statim and ultrasonic machine. Knows basic maintenance to include gasket changing.

I. Exposes, develops, and properly mounts all required radiographs.
   c. Has detailed knowledge of how the x-ray machines works.
   d. Knows how to maintain the automatic film developing machine.
   e. Can trouble shoot machine processing problems.

J. Knows correct dental chair position for seating patients and end of the day position. Knows basic chair maintenance to include changing the overhead lights and fiber optics.

K. Can trouble shoot malfunctioning equipment and can communicate with the repair technician.

L. Can fix minor equipment problems.

M. Completes assigned weekly duties and logs that in the appropriate place in a timely manner.

N. Knows our charting system and how all entries in patient charts are made.
   a. Understands all HIPPA requirements (see HIPPA manual) for proper chart handling.
O. Knows all ABCD procedures and can take a child through the whole appointment without other staff assistance. Knowledge of ABCD, HeadStart, and ECEAP paperwork.

P. Knows our appointment process and can escort a patient to the front desk and hand them off to the clinic coordinator for appointing after educating patient and parent of treatment needs and home care instructions.

Q. Has complete understanding of all clinic policies and procedures (see personnel guidelines and policy manuals). Sets an example for other employees by following these standards. Give suggestion to supervisor on how to improve policies and workflows.

R. Has good interpersonal skills. Can take direction with enthusiasm and understanding.

S. Maintains positive, constructive, collaborative, cooperative and professional working relationships with coworkers.

T. Sustains a cooperative, helpful, respectful and professional working relationship with supervisor.

U. Keeps behaviors, communications and other outward expressions regarding Valley View Health Center in a positive manner.

V. Obtains continuing education credit hours to maintain any professional credentials or association memberships. Seeks out additional educational opportunities to continuously improve skills, education and knowledge.

W. Willing, capable and effective at training new dental assistants at any level.

X. Can assist chair side for any procedure done in this clinic.

Y. Understands how to use the MSDS book. Knows current WISHA guidelines. Is able to update the MSDS book. Can make helpful suggestions to make sure we are compliant with WISHA standards.

Z. Knows all rubber dam clamps; punching and applications of rubber dams.

AA. Capable of doing all lab procedures that we do at VVHC, including the timely and correct pouring of models. Be able to complete lab slips accurately and send cases out to the various labs.

BB. Knows how to set up and safely operate all chair side equipment; All handpieces Amalgamators
Air/water syringes  Curing lights
Operating light
Dental chair controls

CC. Knows how to prepare all materials for use:
   - Sedative filling…IRM..
   - Cavity liners….Vitrebond
   - Amalgam
   - Composite
   - Stainless steel crowns

DD. Knows all surgical instruments and their use.

EE. Is familiar with all supplies we stock, their planned inventory levels and ordering.

FF. Cross-trains with receptionists
   - Understands appointment scheduling and how to enter patient information into Nextgen.
   - Can cover for receptionist in the event that reception is short staffed.
   - Can collect the proper payments and quote treatment.
   - Knows posting and basic dental billing procedures

GG. Quarterly performance and procedure evaluations are passed and maintained at a level of 95% or higher. A requirement to maintaining Level III status and compensation.

HH. Performs other related duties as assigned. Standards:
   - Follows guidelines established at time of assignment.
   - Accepts assignments willingly.
   - Prioritizes workload to ensure timely completion of assignment.
   - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

_________________________________  ___________________
Employee Signature                    Date

_________________________________  ___________________
Supervisor Signature                  Date