Dental Assistant Job Description

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All aspects in dental operatory including:

1. Prepare operatory for the day
2. Attend morning meeting from 7:45-8:00
3. Greet and seat patient
4. Update medical history (stress, allergies, medication, etc.)
5. Take Blood Pressure
6. Advise patient what procedure we will be doing today.
7. If anesthesia is required, assist doctor or hygienist, and monitor.
8. Four handed dentistry (Restorative, Crown and Bridge, O.S., Ortho, RCT)
9. Document procedure in chart
10. Upon completion, set up for next procedure.
11. Break down operatory and set up for the next patient.
12. Remove unclean tray to sterilization area: Here we put instruments into ultrasonic and purge fiberoptic handpieces. Package unclean instruments and sterilize as needed
13. Every assistant is responsible for re-stocking their own operatory.
14. Assistant needs knowledge in communicating dental procedure and home care to patients.
15. Have knowledge of Dentrix operating systems.
16. Keep operatories in a neat and orderly manner (look at it from a patient's perspective)
17. Know how to maintain operatory equipment and do regular maintenance on that equipment
Outside Operatory duties:

- Capable of taking x-rays including periapicals, panoramic, cephalometric, oral facial photos, and intra oral pictures.
  - Knowledge of processing dental x-rays and maintaining AT2000 when necessary.

-Sterilization Area responsibilities:
  - Daily prepare procedure trays for the next day.
  - Put away sterile instruments in proper areas
  - Sterilize soiled instruments
  - Knowledge of operating and maintenance of Statim, Autoclave, and Purge Plus—also cold sterilization.

Laboratory

- Pour impressions including study models, crown and bridge, dentures, partials. Also responsible for trimming the model.
  - Making bite registration trays for dentures/partial.
  - Pull downs for temporary crown and bridge.
  - Prepare Rx script for Dr's and mail cases accordingly.
  - In general, keep lab stocked with supplies
    - Make mouthguards
    - Change Coe Tray cleaner as needed, also clean impression trays.
    - Keep lab clean and neat.
    - Remove paperwork of completed lab cases from lab tubs. Clean tubs and place back in cabinet for re-use.
      - Denture repairs and relines
      - Setting teeth in wax for denture try-ins.

- Other Duties
  
  Stay current regarding infection control, knowledge of changing turbines, being flexible in regard to schedule changes when assistants are needed in other operatories.

- Expanded Duties
- CPR
- Sealants
- Health and Radiation
- Coronal Polishing
- Orthodontic Duties: Invisalign, Damon, and Insignia
- Lumineer
- Continuing education for certified dental assistants

In This Office

Ordering all dental supplies and putting them away in designated areas is a dental assistant duty. Also specialty orders Re: ortho... is a dental assistant duty.

-Making appointments for restorative procedures is also expected of our assistants.

**The CSC group (8 handed dentistry)**

- **Introduction** –
The intention in using 3 assistants in 2-3 operatories is to increase productivity, reduce stress, and keep on schedule. A 33% increase in productivity can be expected with greater ease as there is coverage for the stress inducing unexpected.

**Relevant, timely service to the patient and coworker** is the rule of the day. Each assistant in the trio will be changing roles from one type to another as the schedule unfolds. For example the co-ordinating will be setting up their room, along with their other duties and become chairside when their assigned patient shows up. Assistants who work this way describe it as a “looping” or “weaving”. All must be alert as to when their services are required.

The assistant operates in all three roles through the day in a manner that encourages mutual support and a team concept.

- **Chairside Assistant**
  - Setup for procedure they will Chairside with
4 – Handed with dentist, feeding instruments, materials, adjusting light, and isolating direct working area as needed.
- Dictating Notes
- Directions to supporting assistant
  - Timing for mixing materials
  - Go4 forgotten/lost instruments

**Supporting Assistant**
- Feeding mixed materials and instruments to Chairside Asst.
- Cleanup working area
  - During procedure
  - After procedure
- Lab Work
  - Handling lab procedures directly involved in Procedure
    - Pouring up models
    - Pulling out lab slips
- Go4 – Lost/forgotten instruments
- Writing Notes

**Coordinating Assistant**
- Patient seating and tracking
- Reporting Hygiene requests for exams
- Sterolize instruments and doing tray setups
- Distilled Water generation
- Labwork
  - As directed by dentist or Supporting as needed (pour ups trimming)
  - Checking Labwork traffic
- X-rays for prevention