Position Description

Position Title: Dental Assistant

Position Summary:
The Dental Assistant is responsible for assisting in the performance of quality, caring dentistry and to aid the doctor smoothly and unobtrusively. This position performs clinical procedures under the supervision of a licensed dentist. The assistant gets the patient ready, prepares the room and equipment and assists the dentist during treatment. Adheres to all required OSHA and health regulations.

Primary Responsibilities:
In addition to following all the policies, procedures, and protocols of the health center and the department, the dental assistant is accountable for the following:

Routine Patient Care:
- Prepare clinic for daily activity upon arrival, including stocking the floor/bays
- Seat the patient, review insurance status and assist in assuring all patients are properly insured or have made a deposit, prior to treatment
- Prepare patient for treatment
- Collect/confirm data and demographics, information and vital signs
- Interview patients about personal, medical, and dental histories
- Present the patient to the dentist and highlight key areas of concern
- Serve as patient’s advocate throughout the patient’s visit
- Assist in the behavioral management of the patient
- Assure the comfort and safety of the patient environment at all times and report any issues to the dental leadership immediately
- Expose radiographs as directed and quality check the diagnostic quality of the images, including: orientation, contrast, positioning, correct structure(s) captured
- Provide active chair side assistance- be proactive and anticipate needs

Sterilization:
- Perform weekly biological test – monitor and report results
- Complete sterilization logs – confirm slips and proper documentation
- Attend trainings and report back and/or train fellow staff
- Maintain the sterilizers

Central Supply:
- Participate in weekly ordering
- Monitor and maintain a full stock of supplies and equipment in central supply
- Open, examine, and confirm packing slips for newly arrive supplies and put all supplies in the proper place in a timely manner

Equipment:
- Treat all equipment with respect and the highest level of care
- Ensure the security of all equipment at all times
Monitor and remove broken instruments from use via broken instrument policy
Participate in the inventorying of all instruments for each quarter
Help facilitate interactions with repair vendors

Dental Lab:
- Pour dental models
- Maintain dental cases, pending cases, and lab log book
- Place lab cases in each provider’s lab storage area
- Review pending lab cases and monitor overall case status
- Maintain clean lab environment at all times

Office Support:
- Organize and maintain supply and lab packing slips/invoices
- Maintain dental records
- Fulfill requests for copies of dental records
- Schedule appointments
- Cover the front desk as needed
- Communicate status and needs to front desks, fellow assistants and providers, dental leadership
- Continually monitor practice patient flow and anticipate and assist other team members to best serve the patients
- Read, maintain, and respond to Codman Square email account daily

Education & Qualifications:
- An On-the-Job Trained (OJT) Dental Assistant in the state of Massachusetts must be trained in the dental office under the supervision of a licensed dentist. A minimum of a high school diploma is required and a letter documenting such training has occurred. OR
- To qualify as a Formally Trained Dental Assistant (FTDA), one must:
  Successfully complete a dental assisting program of not less than one year.
- Current BLS/CPR
- Documentation of completion of radiology certification or equivalent
- Documentation of completed courses on CDC guidelines and OSHA standards
- Current registration with the Massachusetts Board of Registration in Dentistry, once required
- Min of 0-3 years of clinical dentistry experience

Physical Requirements:
While performing the duties of this job, the employee is required to do detailed work, using arms, hands, and fingers to handle and feel object worked with. Specific vision abilities include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be physically able to administer CPR. May have to lift up to 25-50 pounds, roll heavy small equipment, and lift heavy boxes to a height 2-5ft. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and risk of radiation.

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