



## JOB DESCRIPTION for DENTAL ASSISTANT

TITLE: Dental Assistant

EFFECTIVE DATE: 01/01/2011

DEPARTMENT:

REPORTS TO: Dentist

### SUMMARY OF FUNCTIONS:

Dental assistants work closely with and under the supervision of dentists.  
Promotes and maintains health by providing dental and oral health services

### MAJOR DUTIES AND RESPONSIBILITIES:

#### **Dental Assistant Job Description**

Dental assistants have a wide variety of responsibilities in their larger role of aiding the dentist. As such, dental assistants are in charge of several tasks. Some of the basic roles involve interacting with patients in the office and instructing them about oral health during and after the appointments. Other routine tasks include answering the phones and scheduling appointments. Some of the more challenging parts of the job description include taking x-rays and dental impressions.

#### *The dental assistant job description includes:*

- Learn about patient's medical history and take their vitals
- Prepare patients for treatments and procedures
- Make patients feel comfortable and relaxed
- Prepare and sterilize dental equipment to prevent infection
- Provide assistance to dentists during procedures
- Use suction hoses as well as other dental equipment to keep the mouth of the patient dry
- Keeping the office running smoothly by scheduling appointments, answering phones, ordering supplies, etc.
- Teach patient's about their oral hygiene
- Take dental impressions
- Take and develop X-rays

#### **Dental Assistant Training**

Many of the skills required to be a dental assistant can only be learned while on the job. As a result, dental assistants receive most or all of their formal training while working.

### POST-EMPLOYMENT REQUIREMENTS:

1. All new employees must complete communication training, Health literacy and patient safety, within the first week of employment.
2. All new employees must complete training in coordination of care for patients and maybe assigned to a care team to support patients and families in self-management, self-efficiency, and behavior change within the first 2 weeks of employment as administered by the practice manager.
3. All new employees must complete training in population management within the first month of employment as administered by the office manager.
4. All clinical employees must complete motivational interviewing training within 3 months of employment.