

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3135 **TITLE:** DENTAL ASSISTANT **GRADE:** S-13

DEFINITION:

Under general supervision, performs a variety of both administrative and technical work providing dental assistance to a Public Health Dentist; provides basic dentistry to clients and immediate and short-term public service and assistance on a daily and recurring basis; responsible for scheduling, receiving, and preparing patients for dental treatment, preparing and maintaining dental instruments and equipment, assisting dentist at chair-side in the treatment of patients, performing dental radiography work, and keeping records of appointments, examinations, treatment and supplies; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

N/A

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Schedules patients for dental examinations and treatment;
Greet and prepares patients for treatment;
Takes record and monitor vital signs;
Charts existing restorations and conditions as instructed by the dentist;
Prepares equipment and material for use by dentist;
Provides assistance to dentist during chair-side dentistry (e.g., passes instruments and medications to dentist);
Maintains field of operation through use of retraction, suction, irrigation and drying;
Place and remove dental dam;
Apply topical Schedule VI anesthetic;
Cures primer, bonding and composite materials;
Places and removes post-extraction dressings/monitors bleeding;
Polish coronal portion of teeth with rotary hand piece and rubber prophylaxis cup or brush;
Applies fluoride gels, foams and agents;
Applies dentin desensitizing solutions;
Makes impressions and pours and trims study/diagnostic models;
Monitors and implements effective infection control techniques and hazardous materials guidelines;
Counsels patients in oral hygiene, nutrition, preventive and/or pre and post-operative care;
May relay instructions to patient from dentist for post treatment care;
Cleans and sterilizes instruments, equipment and dental operatories;
Maintains records of examinations and treatments;
Maintains dental supplies in clinic and keeps inventory and orders supplies;
Maintains Material Safety Data information for hazardous dental materials;
Complies with OSHA regulations and CDC guidelines;
Assists with answering telephones;
Performs occasional data entry and filing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge in the clinical application of Infection Control Procedures;
Knowledge of dental instruments, equipment and maintenance;
Knowledge of and the ability to apply the modern principles, practices, and techniques of dental assisting;
Knowledge of current materials and methods used in a community dental health program;
Knowledge of dental anatomy to take diagnostic dental radiographs;
Ability to operate dental x- ray equipment and film developing devices;
Ability to deal courteously and effectively with patients and the public;
Ability to accurately maintain records;
Ability to understand and carry out oral and written instructions.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Completion of high school or vocational school, a GED certificate:
PLUS, Two years of four-handed dentistry experience, or successful completion of an American Dental Association accredited Dental Assistant program and some experience in four-handed dental work.

CERTIFICATES AND LICENSES REQUIRED:

Intraoral Radiology Certified.

NECESSARY SPECIAL REQUIREMENTS:

N/A

ESTABLISHED: February 15, 2011