

## Certified Dental Assistant

See Appendix for Specific Assistant Responsibilities

**Reports To:** The Doctor

### **Summary of Position:**

Responsible for assisting the orthodontist and hygienist in the delivery of patient care and support duties.

### **Responsibilities:**

Areas of responsibility may include:

- ◆ Clinical Assisting
- ◆ Delivery of Patient Care
- ◆ Taking digital X-rays
- ◆ Treatment Documentation
- ◆ Sterilization Procedures
- ◆ Patient Education and Motivation
- ◆ Practice Promotion
- ◆ Laboratory Duties
- ◆ Miscellaneous Duties

### **Clinical Duties:**

- Prepare and maintain dental instruments, supplies and equipment
- Set up operator
- Greet and seat patients
- Evaluate patient oral hygiene and cooperation
- Collect and record a change in patient health histories
- Take dental x-rays
- Take impressions, bite registrations
- Take and print images/photographs
- Polish teeth for bonding
- Assist doctor / hygienist with bonding
- Chart entry

### **Dental Infection Control**

- Follow the dental office infection control plan to meet IPAC, RCDSO, CDHO guidelines
- Reprocess Instruments
- Disinfect treatment area and units
- Set up operatories for next patient (barriers etc)

### **Patient Management**

- Deliver patient personal oral care, appliance and elastic instructions
- Encourage, educate and motivate patients to follow doctor's recommendations
- Educate parents and patients on treatment progress

### **Laboratory Procedures**

- Pour impressions to make stone and plaster models
- Trim Models
- Fabricate Essix retainers and mouthguards

### **Miscellaneous Procedures**

- Inventory Management
- Equipment/instrumentation management
- Preparation of oral hygiene/banding kits, brackets, etc.
- Organization, cleaning, and stocking drawers/cabinets and work areas
- Maintenance of sterilization area, solutions and equipment
- Practice promotion
- Publicize, and follow through on patient contests
- Be responsible for the cleanliness of the clinical area
- Be an active participant in staff meetings and committee meetings
- Perform other tasks as assigned by the doctor
- Be available to do whatever job is necessary to ensure the proper functioning of the office each and every day
- Work cohesively with fellow team members to provide an atmosphere of trust, mutual respect, and cooperation

### **Qualifications**

- HARP certification
- Certificate in Level II Dental Assisting CDA II
- CPR certificate