



HealthPoint Family Care Dental Assistant, Expanded Duties

Reports To: Center Manager
Status: Non-exempt
Classification: I, II, or III based on EDDA Criteria Scale

Circle Classification Level based on EDDA Criteria Scale Competency Testing: I II III

Summary: Responsible for assisting the dentist(s) and dental hygienist(s) in the direct provision of primary care dental services to patients. Also Responsible for sterilization, preparation and inventory control of dental instruments and supplies.

Essential Duties and Responsibilities: This job description reflects management's assignment of essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Serves as dentist's or dental hygienist's chair-side assistant.

Assists patients in resolving minor difficulties, answering questions and giving directions to patients as authorized by the dentist or dental hygienist.

Performs independent procedures (EDDA-takes impressions of teeth to specifications, perform pulp vitality testing, perform sealant applications) as delegated and directed by the dentist in accordance with state regulation and law and Dental Department directive and protocol.

Exposes and develops dental radiographs in accordance with state regulations and law as well as the center's established protocols.

Performs basic independent procedures such as dental procedures, equipment sterilization and disposal of materials as delegated and directed by the dentist in accordance with state regulation and law and established center protocols.

Prepares operatory for patient treatment as per Dental Department protocols and the dentist's or dental hygienist's directions.

Document in patients chart as necessary.

Maintains all Dental Department areas in compliance with Dental Department directives and protocols as well as center policies and procedures relative to infection control, exposure control and safety issues.

Maintains adequate operatory supplies and compiles a list of individual item shortages for inventory control and ordering purposes.

Follows established regulations and professional standards as required of the position. Participates in and supports continuous quality improvement.

If Bilingual interprets as needed.

Other duties and responsibilities as assigned by management.

Supervisory Responsibilities: This job has no direct reports.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Graduate of an accredited dental assistant program for expanded duties. Licensed in radiology in the appropriate practicing state. Certification in coronal polishing in the appropriate practicing state.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bilingual employees must have effective skills, both written and verbal, in Spanish and English.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have the ability to operate in the Dentrix software system, Microsoft Word, Microsoft Outlook, text paging, Internet, and Intranet.

Certificates, Licenses, Registrations: EDDA (expanded duties certificate), Certification to expose radiographs, Certification to place fillings, Certified Dental Assistant preferred. Certification in coronal polishing. Must hold a current CPR certification.

Other Skills, Knowledge and Abilities: Ability to speak Spanish desirable.

OSHA Job Classification: Category I – Handling, managing and disposal of biohazardous materials and/or equipment contaminated with biohazardous materials is a regular part of your work assignment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate.

EDDA Criteria Scale

Scale when used to evaluate/assess skill level: 1= fail; 2=intermediate, needs work; 3= pass

Note: The EDDA skill level is the highest level where an EDDA meets all criteria required as indicated by a 3.

Task Description	EDDA I	EDDA II	EDDA III
1. Perform mouth mirror inspection of the oral cavity	X	X	X
2. Chart existing restorations or conditions	X	X	X
3. Receive and prepare patients for treatment, including seating, positioning chair, and placing napkin	X	X	X
4. Place and remove retraction cord			X
5. Perform routine maintenance of dental equipment	X	X	X
6. Apply effective communication techniques with a variety of patients	X	X	X
7. Transfer dental instruments	X	X	X
8. Demonstrate knowledge of ethics/jurisprudence/patient confidentiality	X	X	X
9. Apply topical fluoride	X	X	X
10. Mix dental materials	X	X	X
11. Expose radiographs	X	X	X
12. Evaluate radiographs for diagnostic quality	X	X	X
13. Provide patient preventive education and oral hygiene instruction	X	X	X
14. Perform sterilization and disinfection procedures	X	X	X
15. Provide pre- and post-operative instructions	X	X	X
16. Using the concepts of fourhanded dentistry, assist with basic restorative procedures, including prosthodontics and restorative dentistry	X	X	X
17. Identify intraoral anatomy	X	X	X
18. Demonstrate understanding of the OSHA Hazard Communication Standard	X	X	X
19. Demonstrate understanding of the OSHA Bloodborne Pathogens Standard	X	X	X
20. Take and record vital signs	X	X	X
21. Monitor vital signs	X	X	X
22. Apply pit and fissure sealants	X	X	X
23. Prepare procedural trays/armamentaria set-ups	X	X	X

24. Maintain field of operation during dental procedures through the use of retraction, suction, irrigation, drying, placing and removing cotton rolls, etc.	X	X	X
25. Process dental radiographs	X	X	X
26. Mount and label dental radiographs	X	X	X
27. Apply topical anesthetic to the injection site	X	X	X
28. Demonstrate understanding of the Centers for Disease Control and Prevention Guidelines	X	X	X
29. Using the concepts of fourhanded dentistry, assist with basic intraoral surgical procedures, including extractions	X	X	X
30. Monitor nitrous oxide/oxygen analgesia	X	X	X
31. Maintain emergency kit	X	X	X
32. Recognize basic medical emergencies	X	X	X
33. Respond to basic medical emergencies	X	X	X
34. Must maintain BLS-CPR certification with no more than one month's lapse	X	X	X
35. Pour, trim, and evaluate the quality of diagnostic casts		X	X
36. Size and fit stainless steel crowns		X	X
37. Take preliminary impressions		X	X
38. Place and remove matrix bands		X	X
39. Place temporary fillings		X	X
40. Remove temporary crowns and cements		X	X
41. Place, cure, and finish composite resin restorations with limited assistance from the dentist		X	
42. Place and carve amalgams with some assistance from the dentist		X	
43. Place, cure, and finish composite resin restorations independent of assistance from the dentist			X
44. Place and carve amalgams independent of assistance from the dentist			X
45. Placement of matrix with occasional assistance from the dentist		x	
46. Placement of wedge with occasional assistance from the dentist		x	
47. May require changes to anatomy/occlusion of restorations		x	
48. Placing matrix without aid			X
49. Placing wedge without aid			X
50. Finishing/polishing adjustments only (no overhangs, voids, recountouring)			X

Staff in an EDDA position as of March 1, 2015 will be grandfathered in as an EDDA III

An EDDA III must pass 43, 44, 48, 49, 50

An EDDA II must pass 41, 42, 45, 46, 47 or a combination of 41, 42, 43, 44, 45, 46, 47, 48, 49, 50

Qualifications:

1. Candidates for EDDA I, II, III must have completed a certified EDDA training program.

2. Candidates for EDDA II and III must have a minimum of 6 months EDDA practical experience or have 3 years prior dental assisting experience

3. Evaluation of skills will only be completed one time per calendar year at the annual evaluation or in an internal candidate posting process whichever is earlier