

UW HEALTH JOB DESCRIPTION

Dental Assistant - Objective

Job Code: 9852	FLSA Status: Non Exempt	Mgt. Approval: R Hagen	Date: 4-17
Department: CL-General Surgery/17150		HR Approval: R Temple	Date: 4-17

JOB SUMMARY

The Dental Assistant is a member of the UW Health dental health team and provides patient services for ambulatory and UW Health inpatients in the Dental Clinic, housed within the F4/2 Surgery Clinic.

The Dental Assistant primarily provides chair-side assistance to the dentist. Additional duties include: exposing, processing and mounting dental X-Rays, maintaining dental equipment, sterilizing instruments, ordering supplies and equipment, stocking the dental office, scheduling, and assisting the clinic receptionist and other dental staff as needed.

MAJOR RESPONSIBILITIES

A. Dental Assistance

1. Primarily performs assistance to the dentist providing dental services to patients. The patient population is mainly adults, with pediatric, adolescent, and geriatric patients seen as well.
2. Seats patients and prepares them for examination.
3. Assists with taking and developing or viewing of dental x-rays.
4. Records oral findings of the mouth and teeth of patients on dental records as indicated by the dentist.
5. Recognizes and calls attention to deviations in the oral cavity.
6. Updates health information and maintains dental record.
7. Provides instructions to patients on oral health hygiene and toothbrush techniques.
8. Assists with administration of local anesthesia.
9. Mixes materials and pass instruments as indicated by dentist.
10. Assists the dentist in the UW Health inpatient area as needed.
11. Makes follow-up phone calls to patients and physicians as necessary.
12. Coordinates patient appointment times with other appointments for PT, OT, etc.

B. Clerical Duties

1. Assists with clerical duties as needed such as:
 - a. Performs receptionist duties as required, to include answering telephone and scheduling appointments
 - b. Lists all procedures and charges on billing document
2. Assists with patient referrals
 - a. Reviewing new patient referrals
 - b. Scheduling patients for the appropriate care
 - c. Referring patients to appropriate community resources
3. Assists with computer programs
 - a. Assists with maintenance of patient electronic records
 - b. Assists with maintenance of x-ray data

C. Maintains Equipment and Work Environment

1. Cleans and maintains all dental equipment, instruments and patient care areas.
2. Initiates equipment repairs as necessary.
3. Sterilizes instruments.
4. Orders supplies as needed, and stocks dental room.

D. Miscellaneous

1. Orients UW Health staff to dental equipment and procedures.
2. Assists with other duties as assigned by supervisor.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	
	Preferred	
Work Experience	Minimum	One (1) year of recent and practical experience as a dental assistant.

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	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Knowledge of principles, methods and techniques of oral hygiene and dental examinations. • Knowledge of sterilization techniques and instrument maintenance. • Demonstrated ability to instruct fundamentals of dental care and oral hygiene. • Ability to perform routine patient care tasks. • Knowledge of the use of dental instruments required for performing procedures. • Skill in taking and developing oral x-rays. • Ability to communicate appropriately with patients undergoing treatment. • Knowledge of dental office routines. • Excellent interpersonal and communication skills. • Evidence of ability to function with a high degree of independence, collaborating with dentist and dental hygienist as necessary. • Knowledge and skills necessary to provide care appropriate for pediatric, adolescent, adult and geriatric patient populations. • Knowledge of the principles of growth and development for patient populations, and is able to identify patient care requirements relative to patient age- specific needs and provide care appropriately. • Possesses knowledge and has performed Dental Assistant duties. • Works well with others and is a "team player" to ensure that high quality, efficient patient care is delivered. 	

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#

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List any other physical requirements or bona fide occupational qualifications:	
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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.