|  |  |  |
| --- | --- | --- |
|  | ***COMPASSION COMMUNITY CLINIC*** | **Page 1 of 1**  **Supersedes Date: February 2015**  **Original Date: August 2013**  **Policy Section: JOB DESCRIPTIONS** |
| **A FREE CLINIC, PROVIDES FAITH-BASED DENTAL CARE TO THE UNDERSERVED ADULTS IN NORTHERN NEVADA, THROUGH CHRIST JESUS, THE GREAT HEALER** |
| **DENTAL ASSISTANT (DA)** |
|  |

|  |  |
| --- | --- |
|  | **SUMMARY OF THE POSITION:**    The Dental Assistant will attend to the dental care needs of the patients of Compassion Community Clinic. Under the direction of the Dentist on duty the DA will greet, seat and prepare patients for their care and will assist the Dentist and/or Hygienist.  **REPORTS TO:**  Dentist on duty for issues relating to oral health care, Lead Dental Assistant (LDA) in regards to back-office issues and to Executive Director regarding administrative issues.  **ESSENTIAL DUTIES AND RESPONSIBILITIES:**  Creates a friendly, comfortable setting in which the patient can feel supported and cared for.  Conforms to local, regional, state, and national regulatory agency policies.  Seats and prepares patient; takes and records medical and dental histories and vital signs of patient via written or electronic medical records (EHR).  Assists dentist and/or hygienist during examination and treatment.  Escorts patient to front desk at end of treatment.  Expose and develop diagnostic dental x-rays (must have Radiation Safety Certificate).  Instructs patients in oral hygiene and plaque control programs.  Provides postoperative instructions prescribed by dentist.  Records treatment information in patient records (electronic health record, EHR).  Sterilizes instruments.  Cleans and disinfects operatories after use and prepares operatories for patient care following P&P guidelines.  Maintains equipment on prescribed schedule (e.g., x-ray processor, traps, curing lights, handpieces, sterilizers, spore tests, etc.).  Reports equipment and instrument malfunctions to LDA and Executive Director.  Maintains asepsis during all procedures.  Stocks the operatories as appropriate.  Helps to complete housekeeping lists posted in sterile room.  **QUALIFICATIONS:**  Provides a current copy of CPR certification.  Provides a copy of X-ray certification.  Proficient in the procedures of dentistry, clinic infection control, and x-ray, as well as cleaning and sterilization of instruments.  Follows OSHA and HIPAA standards in all duties performed in the clinic.  Demonstrates effective communication and interpersonal skills.  Supports the mission of Compassion Community Clinic and has the ability to offer encouragement to patients.  Willing to ask for help when situations present which are beyond their ability, knowledge, or scope of practice.  Exhibits a willingness to learn new skills within the scope of practice.  Must be able to move, stand, stoop, walk, and bend freely.  This position requires a commitment of 1 year averaging 5 hours per month.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |