

# MACT HEALTH BOARD, INC.

## JOB DESCRIPTION

POSITION TITLE: REGISTERED DENTAL ASSISTANT  
STATUS: NON-EXEMPT  
DEPARTMENT: DENTAL  
SUPERVISOR: DENTAL DIRECTOR  
SALARY RANGE: MPS 7

### **POSITION SUMMARY:**

Registered Dental Assistant will work under close supervision of the Dentist and Dental Hygienist.

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations which requires tact, courtesy, discretion, resourcefulness and good judgment in handling functions of a sensitive nature.

### **PRIMARY RESPONSIBILITIES:**

1. Identifies and escorts patients to the operatories.
2. Turns on air compressor, X-ray processing tank and Vacuum unit at the beginning of the workday, and turns off at the end of the day.
3. Performs all chairside assistant procedures; handling instruments, mixing materials, charting and comforting patients.
4. Adheres to the Privacy Act as mandated by Federal or State law.
5. Cleans dental units, chairs, operating light, counter tops and restocks operating area after each patient.
6. Sharpens, sterilizes (dates with expiration date), and stores instruments properly.
7. Updates patient's charts and makes the proper entries for each visit, cancellation, or broken appointment as appropriate.
8. Fills out scheduling slip for next visit and lists plan for next visit in chart.
9. Must be able to relate well with patients and other employees of MACT.
10. Must adhere to the MACT Health Board, Inc. Corporate Code of Conduct.
11. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. Know the logistics of the Dental Clinic (equipment, supplies, and medicaments).
2. Know location and surfaces of teeth and common dental terminology.
3. Skill in taking X-rays of diagnostic quality, developing and mounting dental X-rays; maintains processing tanks.
4. Knowledge of proper tooth numbering, surfaces and materials for Denti-Cal, Insurance, CHS referrals.
5. Knowledge of the rules, regulations and policies of the Dental Clinic and MACT Health Board, Inc.

6. Knowledge of dental instruments and their functions.
7. Knowledge of radiation safety and wears radiation monitoring badges when taking x-rays.
8. Provides guidance to dental receptionist, coordinates with Dental Receptionist when scheduling dental patients.
9. Cross train as dental receptionist.
10. Inventory and prepare orders for dental supplies.
11. Properly stores and turns in metallic scraps to the Clinic Service Manager for reclaiming.
12. Runs weekly autoclave spore tests and turns in to medical laboratory for evaluation.
13. Pre-mixes Zinc Oxide-Eugenol sedative dressing material.
14. Charts and records all procedures including:
  - A. Tooth (teeth) worked on, surfaces restored, materials used.
  - B. Type and amount of anesthetic used, also if No anesthetic was used.
  - C. Prescriptions, Referrals to other Providers.
  - D. Any instructions, samples or guidance given to the patient.
  - E. Record anticipated treatment for next visit.
15. Knowledge of post-surgical instructions.
16. Provides Preventive Oral Hygiene instructions.
17. Skill in taking impressions, pouring dental plasters, trimming study models and opposing casts.
18. Takes vital signs and records them in chart.
19. Prepares setup trays for each specific dental procedure.
20. Applies non-aerosol topical anesthetics.
21. Removes post-extraction and periodontal dressings.
22. Holds anterior matrices.
23. Removes sutures.
24. Runs flushing solution through vacuum hoses at end of each day.
25. Provides in service training and guidance for dental assistants and dental assisting students.
26. Mixes, places and removes periodontal dressings.
27. Places, wedges and removes Tofflemire-type matrix retainers.
28. Places, ligates and removes rubber dams.
29. Places Calcium Hydroxide (Dycal) liners in prepared teeth.
30. Obtain endodontic cultures, dry canals previously opened by dentist.
31. Test pulp vitality.
32. Remove excess cement from supragingival surfaces of teeth with hand instrument or floss.
33. Size stainless steel or temporary crowns and bands.
34. Temporary cementation and removal of temporary crowns and removal of orthodontic bands.
35. Place post-extraction and periodontal dressings.
36. Coronal Polish - (must complete board approved course).
37. Use of Ultrasonic Scaler to remove excess cement - (must complete board approved course).
38. Apply topical fluoride after scaling and polishing by Dentist or Dental Hygienist, under direct supervision of licensed dentist only.
39. Writing procedures for operating equipment for licensing and certification.
40. Maintain schedule for maintaining equipment and solutions.
41. Current CPR Card.

**MANDATORY REQUIREMENTS:**

1. Must pass Occupational Health Screening.
2. Must possess a valid form of identification as listed on the U.S. Department of Justice I-9 form.
3. This position requires long periods of standing and bending over while working.

**AMERICAN INDIAN PREFERENCE**

Preference in filing of a vacancy will be given to qualified American Indian applicants in accordance with the Preference Act (Title 25, U.S. Code, Sections 472 & 473) and Public Law 93-638, provided the applicant has submitted appropriate verification of Indian preference for employment. Other than the aforementioned requirement, the MACT Health Board, Inc. is an Equal Opportunity Employer.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:**

MACT Health Board, Inc. is required to implement the Drug-Free Workplace Act of 1988, 45 CFR Part 79, Subpart F. As such it is unlawful for employees to manufacture, distribute, dispense, possess, or use a controlled substance on the job site. Employees who are reasonably suspected of violating this act may be subject to drug testing as a condition of employment. Employer required fitness examinations shall include drug testing as evidence of employee and employer compliance with the Drug-Free Workplace Act.