
Community Health Net Job Description

Title: Expanded Function Dental Assistant

Original: March 2011

Revised:

Department: Dental

FLSA Status: Non-exempt

Reports To: Dental Manager/Supervisor

Approval Signatures:

Chief Executive Officer

Human Resources Chairman

Board Chairman

Summary

Under the supervision of a licensed Dentist performs chair side assistant duties in all phases of restorative, surgical, endodontic, prosthodontic, and periodontal treatment. Other related duties as assigned.

Essential Duties and Responsibilities*

Under Personal Supervision

A dentist is personally operating on a patient and authorizes the allied dental personnel to aid treatment by concurrently performing supportive procedures.

- All duties assigned to dental assistants

Under Direct Supervision

A dentist in the dental office or treatment facility, personally diagnoses the condition to be treated, personally authorizes the procedures, and remains in the dental office or treatment facility while procedures are performed by the allied dental personnel and, before dismissal of the patient, evaluates the performance of the allied dental personnel.

- Perform coronal polishing after a licensed dentist or dental hygienist has determined the teeth are free of calculus
- Place and condense amalgam restoration and other restorative materials
- Perform fluoride treatments, including fluoride varnish
- Place and remove rubber dams
- Place and finish composite resin restorations and/or sealant materials or both
- Apply cavity lines and bases
- Place and remove matrices
- Carve and contour amalgam restorations
- Place and remove wedges
- Polish amalgam restorations, remove excess supragingival cement with a slow speed handpiece
- Take impressions of teeth for study models, diagnostic casts or athletic appliances

Under General Supervision

A dentist is not required to be in the dental office or treatment facility when procedure is being performed, but has personally diagnosed the condition to be treated, has personally authorized the procedures and will evaluate the performance of the allied dental personnel.

- When a dentist is not available and the patient is in discomfort:

Expanded Function Dental Assistant

May recement a temporary crown or recement a permanent crown with temporary cement for a patient of record providing the patient is scheduled for follow-up care by a licensed dentist.

Not permitted by any level of Dental Assistants

- Take impressions other than for study models, diagnostic casts or athletic appliances; examine, diagnose or plan treatment; cut hard or soft tissue, prescribe drugs, approve or make adjustments to final occlusion, perform pulp capping, pulpotomy and other endodontic procedures, perform final placement/cementation of fixed and removable prosthetic appliances, administer local anesthesia, parenteral or inhalational sedation, nitrous oxide analgesia or general anesthesia, use a high speed handpiece.

Policies/Procedures

- Maintains confidentiality in all aspects of the position. Patient information discussed in a “need-to-know manner”
- Complies with Community Health Net Policies and Procedures
- Reports safety concerns/issues to supervisor immediately

Physical Demands

Reasonable accommodations may be made to perform the essential physical functions.

- Excellent visual acuity; and manual dexterity
- This position requires standing, sitting and bending for long periods of time
- This position requires exerting up to 25 pounds of force in order to lift, carry, pull, or move objects.
- The employee is regularly required to move around health care facility, walking and climbing stairs to obtain medical records

Supervisory Responsibilities

None

Skills/Qualifications

- A current Pennsylvania radiology permit
- Strong organizational skills, prioritization skills and a systematic approach to work with a high level of accuracy and attention to detail
- Able to work independently and act on own initiative
- Ability to read, write and converse fluently in English. However, bi-lingual skills are a plus

Education/Experience

Expanded Function Dental Assisting (EFDA) Associate Degree from an accredited college, or graduate from CODA accredited dental hygiene school, successfully completing 75 hours of clinical and didactic instruction in restorative functions, or completed a state certified program in EFSA of at least 200 hours of clinical and didactic instruction from either a CODA-accredited dental assisting program*.

A minimum of one (1) year related experience preferred.

Expanded Function Dental Assistant

Certificate/ Licenses/ Registrations

Employees are responsible to keep required licensure current and active in personnel file

Pennsylvania x-ray certification

Pennsylvania board certified

Employee Signature: _____ Date _____

Reviewer Signature: _____ Date _____

* As defined by American Dental Association (ADA)