

CHEYENNE RIVER SIOUX TRIBE  
DENTAL PROGRAM-TRIBAL HEALTH DEPARTMENT  
DENTAL ASSISTANT TRAINEE

DESCRIPTION OF WORK

General Statement of Duties: Under the direct supervision of the Dental Assistant Supervisor, the dental assistant as a trainee assists the dentist to perform all preventive, periodontal, restorative, pediatric, endodontic, surgical, prosthetic, and dentistry procedures.

Supervision Received: Works under the immediate supervision of the Dental Assistant Supervisor.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Initially greeting and seating of patients, adjusting operating table or chair to proper height and position, and draping the patient appropriately.

Retrieving and mounting appropriate x-rays required for the anticipated procedure.

Ascertaining history and nature of the patient's chief complaint for the supervising dentist and/or in general terms explaining to patient what treatment is planned for the day.

Assures that dental operatories are adequately supplied with all needed supplies, instruments, materials and equipment and restocked at the appropriate times as needed.

Assures that all equipment is in working order and notifies appropriate individuals when repairs or maintenance is needed.

Performs routinely scheduled collateral maintenance and monitoring duties of clinic equipment and facilities as assigned.

Obtains required forms related to patient care and records all patient identification, health history, diagnostic, epidemiological, treatment information, and patient education.

Dismissing and rescheduling subsequent patient appointments as needed when authorized by the supervising dentist.

Labels radiographs, diagnostic models and laboratory storage devices with all required provider and patient information.

Receives and schedules patients for treatment in clinic.

Obtains records, and medical history of patient, routes patient to pharmacy when required. Ensures patients are pre-medicated when needed. Obtains and records vital signs (i.e. blood pressure, pulse, temperature, and other vital signs as deemed appropriate for this specific dental program).

Provides proper cleaning and disinfection of the dental chair, dental operating unit and operatory surfaces including surgical operating room surfaces, after its use and prior to subsequent patient treatment to prevent cross-contamination.

Performs proper transfers, cleaning, packaging labeling, sterilizing and storage of dental instruments and set up of equipment according to appropriate procedures.

Provides chair-side assistance in general dentistry when required, anticipating dentist's need for all instruments, materials, and services.

Relays instructions from dentist to patient for all types of post treatment care.

Records treatment and examination information on patients records, prepares consent forms, and prescriptions for signature of dentist.

Operates dental x-ray equipment to take intra and extra oral radiographs. Will do re-takes of when requested by dentist.

Takes impressions for models, and modifies impression trays as needed, pours and trim models, make and cement temporary crow to bridge.

Performs dental prophylaxis, flossing and brushing instruction, fluoride treatments.

Provides oral hygiene instructions to patients.

Assists dentists in management in the direct contact care programs and outreach programs.

Provide outstanding customer service for the patient; making the patient the #1 priority; exercise excellent chair side manner.

Performs various laboratory duties.

Lead by example; exercise good team work; have mutual respect for team; partner with team to create an exceptional experience for the patient.

Perform efficient and accurate procedures to help maintain doctor's schedule and patient flow; create "no patient wait time;" maintain time flexibility for patient; be present, engaged, ready to work at all assigned times.

Review patient chart prior to doctor arrival and log appropriate patient data during exam and treatment.

Maintain patient confidentiality through HIPAA compliance.

Follow organization's safety policies and procedures.

Partner with doctors, hygienists, office leaders and support staff to maintain excellent patient service and integrity within the organization.

Verify patient health history (basic health review, medications, understanding impact with dentistry) and document appropriately in patient's chart.

Accountability for successful performance of all job functions:

Complete all tasks as assigned by direct supervisor.

Observes higher grade dental assistants providing chair side assistance to learn how to technically assist the dentist or dental hygienist.

Performs the following tasks with higher grade dental assistant, dentist, or dental hygienist constantly acting as preceptor – instrument set-up, instrument transfer, arrangement and mixing of dental materials, operating oral evacuator, retraction of oral tissues as needed for specific procedure.

Dismissing and rescheduling subsequent patient appointments as needed when authorized by the supervising dentist.

Knowledge of reception duties, routing and scheduling patients when needed.

Other job related duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Required Knowledge, Skills and Abilities:** Must possess skill and dexterity in performing delicate procedures. Knowledge of clinic and program policies. Ability to deal with other clinic personnel and patients in an effective and tactful manner. Pleasant demeanor, initiative, and congeniality are essential to this position. Must be very good in Conflict Resolution, good computers skills, work independently with limited instruction, excellent demeanor. Ability to travel. Job requires long periods of standing, sitting, walking, and bending.

**Education:** High School Diploma or GED Certificate required.

**Experience:** None.

**Special Requirements:** Must be CPR certified by the end of their probation period.

## **WORK ENVIRONMENTS**

Work involves exposure to communicable disease, blood-borne pathogens, nitrous oxide, volatile solvents, various forms of artificial electromagnetic radiation, loud and high frequency sounds, and flying debris, caustic and hazardous chemicals. Under these circumstances the use of barriers and personal protective equipment (PPE) such as gloves, masks, protective eyewear, gowns, scrubs, x-ray dosimeter badges, and lead aprons are indicated and knowledge of recommended personal safety techniques is necessary at all times. Follow OSHA and BBP (Blood Borne Pathogen) federal guidelines.

## **CONFIDENTIALITY**

Incumbent will be required to receive Health Insurance Portability and Accountability Act of 1996 Training. Because confidentiality is very important while working with health issues. It is expected that all matters pertaining to individual problems will be kept confidential. This also pertains to personnel issues. Failure to comply will be cause for dismissal.

This position is strictly prohibited from participating in political activity.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR.

Will provide on the job training for applicants with a desire to learn, who meet the minimum requirements.

Once the candidate completes a minimum of one year on the job training, combined with a successful Dental Assistant Competency Checklist, a Radiology Clinical Competency Evaluation and a favorable Employee Performance Evaluation they will be progressed on as a Dental Assistant and no longer considered a trainee.

Revised Date: 8.31.21