UNIVERSITY OF SOUTHERN CALIFORNIA

Dental Assistant

Job Code: 191007

Grade: 00
OT Eligible: Yes
Comp Approval: 7/10/2013

JOB SUMMARY:
Provides both administrative and comprehensive skilled chair-side assisting services for patients during dental treatment procedures for clinical faculty, doctoral dental students, and post-doctoral students in clinical unit(s) and/or affiliated practices. Works independently with moderate technical guidance.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<tr>
<td>_______</td>
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<td>Provides both administrative and comprehensive chair-side assisting services in a wide variety of dental general and speciality areas for patients during treatment procedures for attending dentist, doctoral dental students, and post-doctoral students in the clinical unit(s) and/or affiliated practices.</td>
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<td>Sets up the treatment/clinical area for patients. Organizes and prepares trays, sets up for dental procedures and maintains adequate supply levels in each operatory. Prepares patient and assists with dental procedures. Preps patient and assists with dental procedures. Prepares and mixes materials. Obtains vital signs and monitors patients for complications. Cleans up following procedure, disposes of all waste in an appropriate fashion, disinfects area after each patient and sets up for next patient in accordance with established procedures.</td>
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<td>Obtains dental history and records from patient and ensures health history is updated and scanned in electronic health record system or recorded in paper chart.</td>
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<td>Sets up clinical area and keeps disposable materials and medications in adequate supply for daily operations. Performs regular audits to ensure that no expired materials exist in the patient care areas. Maintains a clean and orderly clinic at all times. Sterilizes and disinfects instruments and equipment in accordance with established procedures.</td>
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<td>Prepares materials for making impressions and restorations. Exposes and processes digital radiography or traditional x-rays. Practices radiation safety at all times when using dental radiographs operators.</td>
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<td>Maintains an inventory of dental instruments, equipment, and supplies in the dental operatory. Organizes supplies and equipment to minimize loss and maximize utilization. Reports equipment malfunctions to direct supervisor and follows up with repair technicians as needed.</td>
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<td>Assists with patient registration, appointment scheduling, billing, filing, scanning, and other related administrative support duties as required.</td>
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<td>Provides patient education and treatment planning information as directed by attending faculty providers, or by students.</td>
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<td>Assesses emergency situations and provides necessary and proper response when appropriate in accordance with emergency protocols. Maintains working knowledge of First Aid and CPR (including Automated External Defibrillator use).</td>
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</table>
Oberves students to ensure they are adhering to strict principles of the standard of care, cleanliness and infection control. Reports any areas of non-compliance to the supervisor and/or faculty.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

☐ No

☐ Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Specialized/technical training

**Minimum Experience:**

6 - 12 months

**Minimum Field of Expertise:**

Six to twelve months of chair-side experience in a dental environment or private practice in one or more recognized dental disciplines (general/prosthodontics, endodontics, periodontics, oral surgery, pedodontics, orthodontics, special patients). Working knowledge of HIPAA compliance, PPO, and dental terminology. Demonstrated excellent interpersonal patient service skills, and ability to multi-task. Working knowledge of proper sterilization and instrucment management techniques. Demonstrated experience in a high volume, fast-pace environment. Demonstrated team-oriented and collaborative work style. Ability to travel to and from work at various local locations.

**Preferred Education:**

Associate's degree

**Preferred Experience:**

1 year

**Preferred Field of Expertise:**

Working knowledge of dental management systems, preferably axiUm. Bilingual skills in (Spanish and English) verbal and written communication skills. Demonstrated experience and skills in a variety of dental disciplines. Possesses a current CA Orthodontic Assistant Permit.

**Skills:**  Administrative:

Answer telephones
Clinical documentation
Communicate with others to gather information
Coordinate work of others
Customer service
Gather data
Input data
Interpersonal skills
Maintain filing systems
Maintain logs
Schedule appointments
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Comments:
Ability to work scheduled evening and weekend shifts. Ability to work overtime, sometimes on short-notice.

SIGNATURES:
Employee: ________________________________ Date:_____________________________
Supervisor: ______________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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