UNIVERSITY OF SOUTHERN CALIFORNIA
Registered Dental Assistant
Job Code: 191011

| Grade: | 00 |
| OT Eligible: | Yes |
| Comp Approval: | 7/19/2013 |

**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 units(s) and/or affiliated practices. Works independently with minimal technical guidance. May lead other dental assists.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<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>______</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. 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>Exposes and processes digital radiography or traditional x-rays. Practices radiation safety at all times when using the dental radiographs operators.</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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<tr>
<td>______</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>Maintains impressions, study models, and various other dental appliances.</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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<tr>
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<td>______</td>
<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>
</tr>
</tbody>
</table>
______  ____  Observes 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.

______  ____  Leads other dental assistants in the absence of the supervisor as needed. Schedules and oversees work. Assists with clinical problem resolution as needed. Maintains attendance records and other related administrative documentation, as necessary.

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
- [X] 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:

- 3 years

Minimum Field of Expertise:

Three years chairside experience directly 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 instrument management techniques. Demonstrated experience in a high volume, fast paced environment. Demonstrated team-oriented and collaborative work style. Ability to travel to and from various local locations. Possesses a current California Registered Dental Assistant License, current California X-Ray Certificate, current CPR Certification, and current Basic Life Support (BLS) for Healthcare Providers Certification.

Preferred Education:

- Associate’s degree
- Bachelor’s degree

Preferred Field of Expertise:
Working knowledge of dental management systems, preferably axiUm. Bilingual skills in (Spanish/English) verbal and written communication skills. Demonstrated experience and skills in a variety of dental disciplines. Possesses a current California Orthodontic Assistant Permit, current California Registered Dental Assistant with Extended Functions Permit (RDAEF), current California Dental Sedation Assistant Permit, and current California Oral and Maxillofacial Surgery Assistant Certification.

**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

**Supervises: Level:**

May lead one or more employees performing similar work.

**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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