

# Dental Assistant I Job Description

Duties are the following but not limited to:

## 1. **Chair-side Assisting:** Assists the dentist in providing dental treatment.

- Preparing and maintaining dental instruments, supplies and equipment.
- Collecting and recording patient health histories
- Patient management during dental procedures
- Instrument transfer
- Dental procedure isolation techniques
- Preparation of dental materials, cements, amalgam, composite, impression materials, etc.
- Dental charting
- Prevention and management of dental medical emergencies
- Inventory control and management

## 2. **Expanded Functions**

- Taking dental x-rays
- Applying topical fluoride treatments
- Placing topical medications

## 3. **Dental Infection Control Procedures**

- Managing the dental office infection control plan to meet OSHA, CDC and ADA standards
- Instrument cleaning, sterilization/disinfection, and re-circulation
- Dental treatment room disinfection

## 4. **Dental Laboratory Procedures**

- Pouring impressions to make stone and plaster models
- Model trimming
- Fabricating mouth guards, temporary crowns, and custom impression trays.
- Preparing casting models and dies
- Fabricating orthodontic retainers and other appliances

## 5. **Patient and Community Education**

- Delivering patient personal oral care instructions
- Delivering community dental health presentations
- Planning and setting-up health fair booths

\*\*\* additional information on the next page

FUNCTION	DAI	DAII	RDH
Take impressions for Study Models & Opposing Casts		X	X
Apply Sealants after DDS has Examined Patient & Prescribed Procedure		X	X
Insert Matrix Bands and Wedges		X	X
Place Cavity Bases and Liners		X	X
Place and/or remove Rubber Dams		X	X
Cement Temp. Restorations using Temp. Cement		X	X
Acid Etch Materials/Rinses		X	X
Apply Bonding Agents		X	X
Remove Periodontal Dressings		X	X
Remove Sutures		X	X
Place Gingival Retraction Cord		X	X
Remove Excess Cement		X	X
Flush, Dry & Temporarily Close Root Canals		X	X
Place & Remove Temp. Restorations		X	X
Insert Interdental Spacers		X	X
Fit (size) Orthodontic Bands or Brackets		X	X
Apply Dentin Desensitizing Solutions		X	X
Perform Periodontal Screening			X
Perform Periodontal Probing			X
Perform Subgingival Exploration for or Removal of Hard or Soft Deposits			X
Perform Sulcular Irrigation			X
Apply Sulcular Antimicrobial or Antibiotic Agents which are Resorbable			X
Perform Extra-Oral Adjustments of any Temp. Restoration or Appliance	X3	X	X
Initially Form & Size Orthodontic Arch Wires & Place Arch Wires after Final Adjustment & Approval by DDS		X	X
Apply Topical Anesthetics/DentiPatch®	X	X	X
Apply Topical Fluoride	X	X	X
Expose Radiographs	X1	X1	X
Write Laboratory Work Orders	X2	X2	X
Write Prescriptions (Drugs)	X2	X2	X
Remove Sutures		X	X
Polish Dentures	X3	X3	X
Take wax bites		X	X
Monitors Pt.'s under Nitrous Oxide	X4	X4	X
Oral Hygiene Instruction	X	X	X
Polish Coronal Portion of Tooth -X6		X5	X
Place Amalgam in Prep w/Carrier	X	X	X
Take Pulse, Blood Pressure & Temperature	X	X	X
Place Ligature Wire or Lock Pins		X	X
Insert Spacer Wires or Springs		X	X

**1 - After satisfactory completion of ONE of the following: (1) the North Carolina radiography equivalency examination, (2) dental assisting school (an ADA-accredited program), (3) the Dental Assisting National Board examination (1-800-367-3262), or (4) classification as a DAI in North Carolina**

**2 - Exact words must be dictated by the dentist**

**3 - Extra-orally, upon instruction by the dentist and re-insertion by the dentist**

**4 - After completing a 7-hour Board-approved course in nitrous oxide-oxygen conscious sedation, unless included in ADA-accredited program (DAI)**

**5- After completing a 7-hour (3 hours didactic, 4 hours clinical) course in coronal polishing**

**6 - Use of a hand-held brush & appropriate polishing agents OR a combination of a slow-speed hand piece (not to exceed 10,000 rpm) with an attached rubber cup or bristle brush and appropriate polishing agents**