



## Dental Assistant

Job Code: 6696

Salary Grade: C04

FLSA Status: Non-Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Responsible for supporting dental care delivery by preparing treatment rooms, sterilizing instruments, assisting the dentist during procedures, and providing excellent patient care.

- Provides chairside assistance to the dentist during a variety of dental procedures, including placement of bases and liners, rubber dam application/removal, and placement/removal of temporary restorations
- Prepares and sterilizes dental instruments and equipment following infection control protocols
- Prepares treatment rooms and set-up trays for procedures such as anesthetic, operative, prosthetic, periodontal, prophylactic, endodontic, and orthodontic treatments
- Takes and develops dental radiographs (x-rays) in accordance with safety standards
- Documents patient care accurately, including charting procedures as directed by the dentist
- Greets and prepares patients for treatment, ensuring comfort and understanding of the procedure
- Provides patients with post-operative instructions and oral hygiene guidance following treatment or surgery
- Takes dental impressions for study models and diagnostic purposes
- May assist with administrative duties such as scheduling appointments, answering phones, data entry, ordering supplies, and managing patient records using a personal computer
- Ensures adherence to all HIPAA and infection control protocols
- Performs various duties as needed to successfully fulfill the functions of the position.

### Minimum Qualifications

#### Education:

- High School Diploma or GED

#### Experience:

- None

#### Certifications or Licenses:

- Current Oklahoma Dental Assistant Permit or the ability to obtain within 30 days of hire
- Current CPR Certification

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Knowledge of dental terminology and procedures
- Knowledge of infection control and sterilization techniques in accordance with OSHA, CDC, and state regulations
- Familiarity with dental radiographic techniques and safety procedures
- Awareness of HIPAA guidelines and patient confidentiality protocols
- Knowledge of dental materials and their appropriate uses
- Effective chairside assisting techniques for a wide range of dental procedures
- Excellent verbal and written communication skills
- Ability to follow outlined policies and guidelines
- Ability to provide patient care and customer service
- Strong organizational and time management skills
- Strong attention to detail and ability to multitask in a fast-paced environment
- Must have a professional and positive attitude.

### Working Conditions



**JOB DESCRIPTION**

**The UNIVERSITY of OKLAHOMA**

Physical: Prolonged periods of standing, stooping, walking, and bending. a Manual dexterity. Occasional lifting (up to 25 lbs.)

Environmental: Clinic Environment.

Exposure to airborne particles, chemicals, and infectious materials

Use of personal protective equipment (PPE) such as gloves, masks, and eyewear

Frequent hand washing and strict adherence to sterilization procedures

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