



Job Description

Position Title: Licensed Dental Assistant (LDA)

Employee Status: Non Exempt

Reports To: Jessica Nelson Office Manager

Job Summary:

The Licensed Dental Assistant assists in the performance of quality, caring, clinical dentistry by aiding the doctor smoothly and unobtrusively during examinations and treatment. The LDA performs clinical and technical procedures under the supervision of a licensed dentist as well as prepares the operatory and equipment, gets the patient ready, and maintains awareness of the comfort and safety needs of patients.

Qualifications:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty as listed below.

Essential Duties:

- Records treatment information on the patient's chart, including treatment rendered, the type of treatment planned and the amount of chair time, doctor time and assistant time needed for next appointment.
- Assists the doctor by passing instruments, aspirating intra-oral fluids, mixing materials and medicaments during examinations or treatment.
- Provides customer service support to patients by escorting them to and from the treatment room and prepping them for care by the doctor.
- Exposes full mouth X-rays.
- Prepares all treatment rooms including, but not limited to, set-up, decontamination, sterilization of all instruments, cleaning and restocking.
- Maintains cleanliness of the dark room, lab and sterilizing area.
- Changes all chemical solutions, i.e., disinfectant soaks and sprays, sterilents, ultrasonic, presoak and x-ray processing.
- Reviews patient's medical history, progress from the previous visit, if applicable, and the scheduled treatment plan with each patient.
- Takes impressions for diagnostic and opposing models.
- Ensures lights, units, nitrous equipment and automatic processors are turned on prior to the first patient.
- Applies non-aerosol and non-caustic topical agents and fluoride.
- Helps administer nitrous oxide to patients as applicable.
- Cleans x-ray-processing rollers, hand pieces, vacuum traps, and sharp instruments.
- Performs coronal polishing.

- Pours and trims study models.
- Monitors incoming and outgoing lab cases.
- Orders supplies.
- Maintains plaster trap and lab counter areas.

Knowledge/Skills/Abilities:

- Skilled in the use of standard dental office equipment including: Autoclave, model trimmer, X-ray machine - Pano, Panoramic X-ray, X-ray processor, X-ray duplicator, ultrasonic, Oxygen and Nitrous Oxide, Laser, Intra Oral camera, Vacu-press, Paché gun, KCP 2000, Whip-Mix and hand pieces.
- Ability to take blood pressure, attach EKG leads, and read monitors.
- Knowledge of cross contamination and how to prevent it.
- Ability to maintain composure and professionalism when exposed to stressful situations.
- Knowledge of OSHA regulations and changes.
- Ability to take radiographs, including FMX, Pano and anterior PA's.
- Knowledge of English composition, grammar, spelling, and punctuation.
- Skilled in the use of standard office equipment including: telephones, calculators, copiers, fax, computers, and computer software (MS Excel, Word, Practice Management software).
- Ability to create trust with the doctors, co-workers, and patients.
- Ability to work cooperatively with management, staff, and patients.
- Ability to prioritize, organize, and complete tasks in a timely and independent manner.
- Ability to collect data, establish facts, draw valid conclusions, and maintain confidentiality.
- Ability to understand and follow written and verbal instructions and accept constructive criticism.

Education / Experience:

- High school diploma or equivalent
- Minimum of 2 year(s) relevant experience in the dental profession

Special Requirements/Certifications/Licenses:

- Valid X-ray certificate
- Current expanded functions LDA license
- CPR & first aid certificate

Physical and Environmental Requirements:

- May be required to roll a 90-pound anesthesia machine and a full 35-gallon drum of expended chemicals on wheels from one area to another.
- Hand-eye coordination and hand, arm, and finger mobility for detailed work with objects.
- May be required to physically assist drowsy patients after anesthesia.
- Active movement throughout the day: sitting, walking, standing, squatting, bending, stooping, reaching, etc. (not a sedentary position).
- Vision: close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Hearing: able to satisfactorily communicate with patients, doctor, and other staff members to ensure that verbal communication is clearly understood, particularly during emergency situations.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or operate equipment.
- May be required to administer CPR.
- Occasional exposure to toxic or caustic chemicals and radiation.
- Exposure to moderate noise levels.

Additional or different duties as assigned occasionally at employer's discretion.