Job Description

Job Title: CPT Dental Assistant
Location: South Jordan, UT
Unit: College of Dental Medicine
Reports to: Director of Primary Dental Care
FLSA Status: Non-Exempt
Prepared by: Associate Dean for Clinical Affairs & Patient Care
Reviewed by: Chancellor & HR Office
Approved by: Dean
Date: February 12, 2013

Summary

The Dental Assistant will provide assistance to dentists and dental students during the treatment of patients of the College of Dental Medicine (CODM). Duties will include assisting in routine and emergency procedures and are not limited to, patient preparation and positioning; clinical area preparation; dental assisting, the use, maintenance, and distribution of dental equipment, instruments and supplies; sterilization of dental instruments; and the collection and maintenance of patient data and records. Depending on training and experience, duties may include assisting in the specialty areas of oral surgery, periodontics, endodontics, pedodontics, orthodontics, and prosthodontics.

Responsibilities

- Assist dentist and/or dental student in provision of dental care to patients.
- Adhere to infection control guidelines when preparing for, during, and upon completion of each dental treatment; disinfect and clean dental treatment rooms and contaminated trays; disinfect and sterilize instruments, equipment, and dental handpieces; handle and dispose of sharps and hazardous materials according to established University, State, and federal OSHA standards.
- Expose diagnostic dental radiographs utilizing either standard or digital radiology equipment.
- Maintain dental supply and material levels; assist in the inventory process and notify appropriate individual when supplies are needed; receive, store, and distribute supplies and materials.
- Maintain dental and laboratory equipment; report problems or major malfunctions to the dental equipment technician(s) and the Office of Clinical Services.
- Clean, disinfect, and sterilize instruments used in the dental clinics.
- Distribute and collect both clean and dirty instruments to and from the dental clinics.
- Check instruments and equipment out to students and again upon return using the university instrument tracking system.
- Assist in inventory of equipment, instruments and supplies used for both clinical and pre-clinical operation.
- Assist in registration of new patients and management of data in the clinic management system.
- Perform data entry as required for proper maintenance of patient records and supply and materials inventory.
- Strictly adhere to HIPAA standards in the protection of patient personal information.
- Work in other areas of the CODM and perform other duties as directed.

Skills

Individual must possess the knowledge and the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:
- Ability to establish and maintain effective working relationships with students, employees, and other agencies.
- Ability to work in different areas as needed.
• Complies with HIPAA, FERPA, OSHA, and Laws/Regulations pertaining to the practice of dentistry in Utah.

**Education/Training**

Graduation from high school or equivalent education; graduation from an CODA accredited dental assistant training program and approximately one year of work experience as a dental assistant in private practice or educational environment, or an equivalent combination of education and experience. Meets the requirements of the Utah Division of Occupational and Professional Licensing for exposing radiographs.

**Work Conditions**

• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between South Jordan campus buildings, off campus, and to Roseman University campuses and facilities located outside South Jordan, UT.

• Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.

• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman University campuses or facilities (e.g. Henderson, NV) occurs occasionally and is required.

• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

• Employee will be exposed to dental equipment and materials normally used in delivery of patient care in a clinical environment.

• Work hours may vary due to clinic schedules.

• Work areas may vary depending upon clinic needs and would include clinical chair-side assisting, clinic dispensaries or sterilization areas, patient registration, clinic business services and reception, or clinic Team area administration.

**Physical Demands**

• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.

• Manual and physical dexterity to operate a computer keyboard and handle paper documents

• Manual and physical dexterity to handle and pass dental instruments used in the provision of dental care.

• Sufficient near vision acuity to read information appearing on a computer display screen, in handwritten form, and printed on paper.

• Sufficient near vision acuity to identify and distinguish between dental instruments and to pass/exchange instruments between providers.

• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.

• Ability to lift and carry objects up to 25 pounds.

*I have read the above position description and have received a copy.*

_______________________________________    _________________  
Employee Signature        Date