

Dental Assistant

University of California, Los Angeles
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Class Specifications - H.45

Supervisory Dental Assistant - 9195

Registered Dental Assistant - 9196

Supervisory Dental Assistant (Teaching Clinic) - 9197

Registered Dental Assistant (Teaching Clinic) - 9198

Dental Assistant - 9199

Dental Aide - 9200

SERIES CONCEPT

Under the supervision of a licensed dentist, Dental Assistants perform supportive procedures in the clinical treatment of patients and/or the training of dental students; and perform other duties as assigned.

Dental Assistants may take impressions, for diagnostic and opposing models; apply non-aerosol and non-caustic topical agents; remove post-extraction and periodontal dressings; place elastic orthodontic separators; remove orthodontic separators; assist in the administration of nitrous oxide, when used as an analgesic; hold anterior matrices; remove sutures; take intraoral measurements for orthodontic procedures; seat and adjust retainers or headgears, including appropriate instructions; check for loose bands; remove arch wires and ligature ties; apply topical fluoride, after scaling and polishing by the supervising dentist or a dental hygienist; place and remove rubber dams; place, wedge and remove matrices; perform general oral radiology such as bite-wing, occlusal, and intraoral single region examinations including all processing work; and assist in teaching educational programs for dental students such as televised instructions or demonstrations in classroom settings.

CLASS CONCEPTS

Supervisory Dental Assistant

Under general direction, incumbents are assigned as their preponderant duty the responsibility for the full supervision of a group of dental assistants and related support personnel in a formally recognized unit in a dental clinic.

Incumbents select, train, evaluate and recommend corrective disciplinary actions for subordinates; develop and implement educational programs and objectives for dental assistants and aides; may provide input for budget planning; and may coordinate and recommend equipment and supply orders.

Dental Assistant

Registered Dental Assistant

Under general supervision and in addition to the duties listed in the Series Concept, incumbents perform complex and technical procedures such as mouth-mirror inspections of the oral cavity to include charting of obvious lesions, existing restorations and missing teeth; and place and remove temporary sedative dressings.

Under the direct supervision of a dentist, incumbents obtain endodontic cultures; dry canals (previously opened by the dentist) with absorbent points; test pulp vitality; monitor blood pressure, temperature, pulse and respiration; place bases and liners on sound dentin; remove cement excess from supragingival surfaces of teeth; size stainless steel crowns; temporary crowns and bands; cement and remove temporary crowns and bands; place orthodontic separators; place and ligate arch wires; and place post-extraction and periodontal dressings.

Incumbents may also perform extra-oral chairside-assisting duties in a specialty clinic such as orthodontics, periodontics, endodontics, or oral surgery. Incumbents obtain and prepare supplies for procedures to be performed, obtain instruments for specialized procedures assuring that they are in working condition, and anticipate techniques dentists will use and hand appropriate instrumentation and materials to the dentist in a prescribed manner.

Supervisory Dental Assistant (Teaching Clinic)

Under general direction, incumbents are assigned as their preponderant duty the responsibility for the full supervision of a group of Registered Dental Assistants (Teaching Clinic) and other related personnel in a formally recognized unit in a teaching clinical setting.

Incumbents select, train, evaluate, and recommend corrective disciplinary actions for subordinates; develop and implement education programs and objectives for Registered Dental Assistants (Teaching Clinic); may provide input for budget planning; and may coordinate and recommend equipment and supply orders.

Registered Dental Assistant (Teaching Clinic)

Under general supervision and in addition to the duties performed by Registered Dental Assistants, incumbents are assigned continuing responsibility to assist members of the dental faculty in the training and evaluation of dental students in the techniques as outlined in the Series Concept.

Incumbents train students in the proper utilization of different levels of dental assistants; instruct students in the performance of basic supportive procedures; and consult with faculty members in the evaluation of student progress.

Dental Assistant

Under supervision, incumbents perform the full range of duties listed in the Series Concept.

Dental Aide

Under close supervision, incumbents perform a variety of semi-skilled duties such as maintaining dental equipment and supplies; cleaning and lubricating headpieces; cleaning, sharpening and sterilizing

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instruments; preparing preset trays according to standards; mixing filling materials and dental cements; and conveying post-operative instructions.

Incumbents may also perform clerical work on an occasional basis and perform basic supportive dental procedures that have technically elementary characteristics, complete reversibility, and an inability to precipitate potentially hazardous conditions for the patient.

MINIMUM REQUIREMENTS

Supervisory Dental Assistant

Possession of the legal requirements to practice as a Registered Dental Assistant as determined by the California Board of Dental Examiners; and three years of experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Registered Dental Assistant

Possession of the legal requirements to practice as a Registered Dental Assistant as determined by the California Board of Dental Examiners and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Supervisory Dental Assistant (Teaching Clinic)

Possession of the legal requirements to practice as a Registered Dental Assistant as determined by the California Board of Dental Examiners; four years of experience including one year with assigned responsibility to train and evaluate student performance; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Registered Dental Assistant (Teaching Clinic)

Possession of the legal requirements to practice as a Registered Dental Assistant as determined by the California Board of Dental Examiners; one year of experience; completion of an on-the-job or a formal course in methods and techniques of conducting job training; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

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Completion of a program in dental assistance; or one year experience working in a dental office; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Dental Aide

Dental Assistant

Graduation from high school or possession of a General Education Diploma; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.