

MANUAL  Student Employment Office Office of Career Services	SECTION  Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT  <b><i>Student Dental Assistant</i></b>	RANK  X482	GROUP  IV	CBC  *	PHYSICAL  *

DEFINITION:

Under the direct supervision of a licensed dentist, the dental student will be expected to be professionally attired at all times either in surgical scrubs or professional clothing. The duties will include all or part of the following:

- (a) Accurately schedule and confirm patient appointments and answer telephone inquiries for patients.
- (b) Prepare patient records, daily logs and patient balance sheets.
- (c) Ensure that instruments are cleaned and sterilized as per OSHA guidelines.
- (d) Ensure that all materials are ready for the patient's appointment.
- (e) Assist the operating dentist in a four handed dentistry manner, ensuring that the instruments are safely handled and contaminated materials are disposed of in a proper manner.
- (f) Develop radiographs as per College of Dentistry Infection Control Manual.
- (g) Take and pour alginate impressions for study casts.
- (h) Fabricate acrylic custom trays, acrylic bite rims and vacuum formed stents.
- (i) Mix cements, temporary fillings and amalgam materials.
- (j) Maintain supplies and inventory to ensure smooth operation of the office.
- (k) Ensure that all radiographs are properly mounted and labeled and placed correctly in patient's charts.
- (l) Maintain daily record notes in the patient's charts.

BASIC QUALIFICATIONS:

Completed at least four years of undergraduate studies and earned a degree. Must have successfully completed the freshman year of dental college. Completed the Hepatitis B vaccine series and be aware of the OSHA guidelines for handling blood and body fluids. Knowledge of the proper handling of sharp instruments and their disposal in addition to awareness of exposure to HBV or HIV as well as methods to reduce exposure as outlined in the College of Dentistry's Infection Control Manual. Knowledge of the epidemiology and modes of transmission and symptoms of blood borne diseases.