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Student Employment Office Office of Career Services	Student Job Description			REVISED 6/2019
SUBJECT	RANK	GROUP	CBC	PHYSICAL
<i>Student Dental Assistant</i>	X482	IV	*	*

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:

1. Any one (1) -OR- any combination totaling six (6) months of the following training or experience:
 - a. formal training in dental assisting techniques and procedures
 - b. work experience in chair-side dental assisting
2. CPR Certification
3. Experience with Infection Control and Sterilization