

## **Alberta Health Services (AHS) and the Health Sciences Association of Alberta (HSAA)**

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Registered Dental Assistant**

Date Updated: **May 20, 2008**

### **Job Summary:**

Registered Dental Assistants provide chairside assistance to a dentist in facilities and/or practice independently in facilities, schools and other community settings. This position provides oral health advice, education and health promotion services to the public.

### ***Key Responsibilities and Typical Duties:***

#### **Core Duties**

- Receives and prepares clients/patients for treatment. Prepares dental instruments and arranges materials required.
- Performs intra-oral procedures and chairside assistance during dental procedures.
- Maintains cleanliness of the dental area, sterilizes dental instruments and equipment and performs routine maintenance.
- Constructs custom fluoride trays and appliances.
- Prepares filling materials. Prepares dental impressions. Exposes, develops and mounts x-ray film and/or digital images.
- Instructs clients/patients in proper oral hygiene and post-operative care.
- Provides oral health treatment and education to clients/patients including pre-school and school aged populations and a variety of other community groups.
- Performs billing and preauthorization of insurance claims.

#### **Other Related Duties**

- Participates in the development of educational resource materials.
- Maintains dental charts, records and databases.

### **Leadership**

- Precepts Dental Assistant students.
- Provides education to other health care professionals.
- Contributes to orientation and support of volunteers and new staff.

### **Decision-Making**

- Makes decisions on treatment procedures within their scope of practice.
- Assesses patient health/economic situation and refers to appropriate resources or programs.
- Evaluates dental services/programs and makes recommendations for changes to management.

### **Knowledge:**

#### **Education**

- Certificate from an accredited Dental Assisting Program.

#### **Additional Qualification/Designations/Certifications**

- Successful completion of the National Dental Assisting Examining Board (NDAEB) written exam.

#### **Registration Requirements**

- Current registration with the College of Alberta Dental Assistants (CADA).

### **Working Conditions:**

#### **Physical Demands**

- Sits stands and assumes awkward positions for extended periods of time.
- Lifts, transfers, repositions and secures clients requiring assistance.
- Lifts and transports supplies, displays and equipment.
- Extensive computer use

#### **Work Environment**

- Work is subject to exposure to bio-hazardous materials, chemical hazards and radiation exposure.
- Travel in all weather/road conditions.
- Required to wear personal protective equipment.
- Exposure to verbally/physically aggressive patients and/or families.
- Clientele includes individuals with infectious diseases, mental/physical disabilities, accident victims and residents of institutions who are not accepted at private clinics.