



# *Provincial Job Description*

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**TITLE:**  
**(018) Dental Assistant**

**PAY BAND:**  
**12**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Assists the dental therapist/dentist in the dental health program, provides education and promotes oral health care.**

***QUALIFICATIONS:***

- ◆ **Dental Assistant certificate**
  - ◆ **Registration and licensure with Saskatchewan Dental Assistants Association**
  - ◆ **Certification with Canadian National Dental Assisting Board**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. Intraoral Procedures**

- ◆ **Makes initial assessment regarding dental condition.**
- ◆ **Prepares patient for dental procedures.**
- ◆ **Assists with dental procedures (e.g., four-handed dentistry, oral hygiene).**
- ◆ **Assesses/monitors/communicates with patient during procedure.**
- ◆ **Exposes, develops and mounts radiographs.**
- ◆ **Applies topical anaesthetic/sealants.**
- ◆ **Suctions, washes and dries oral cavity.**
- ◆ **Mixes and prepares compounds (e.g., resins, amalgams).**
- ◆ **Provides fluoride treatments.**
- ◆ **Applies oral devices (e.g., rubber dam, matrices, wedges, bases and liners)**
- ◆ **Removes sutures.**
- ◆ **Makes impressions for study casts.**
- ◆ **Fabricates, cements and removes temporary crowns.**
- ◆ **Performs pulp vitality testing.**
- ◆ **Polishes where appropriate (e.g., rubber cup, amalgam restorations).**

### **B. Education**

- ◆ **Teaches oral hygiene (e.g., clinic contact, classroom teaching, or presentations).**
- ◆ **Provides nutritional education.**

### **C. Related Key Work Activities**

- ◆ **Documents in daily work logs.**
- ◆ **Records patient information in charts and organizes files.**
- ◆ **Books and confirms appointments.**
- ◆ **Maintains inventory.**
- ◆ **Provides input into policies and procedures.**
- ◆ **Organizes clinic relocation, when necessary.**
- ◆ **Processes payments, deposits and billing.**
- ◆ **Sets up/cleans work areas.**
- ◆ **Travels to other sites.**
- ◆ **Sterilizes equipment.**
- ◆ **Disposes of sharps and biohazardous waste, as per departmental procedures and policies.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- ◆ **Liaises with other health care professionals, community groups and families.**

- ◆ Provides reception/clerical duties (e.g., telephone, fax, photocopy).

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: 2005**

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