



Provincial Job Description

TITLE:
(018) Dental Assistant

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Delivers clinical and preventative services, education and oral health care promotion.

QUALIFICATIONS:

- ◆ **Dental Assisting certificate**
 - ◆ **Certification with the National Dental Assisting Examining Board**
 - ◆ **Registration and licensure with the Saskatchewan Dental Assistants' Association**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Intra-oral Procedures

- ◆ **Makes initial and ongoing assessments regarding dental condition.**
- ◆ **Prepares patient for dental procedures.**
- ◆ **Provides dental procedures (e.g., two-handed/four-handed dentistry, oral hygiene).**
- ◆ **Assesses/monitors/communicates with patient during procedure.**
- ◆ **Exposes, develops and mounts images.**
- ◆ **Applies sealants.**
- ◆ **Suctions, washes and dries oral cavity.**
- ◆ **Mixes and prepares compounds and materials.**
- ◆ **Provides fluoride treatments.**
- ◆ **Applies oral devices.**
- ◆ **Removes sutures.**
- ◆ **Makes impressions for study casts.**
- ◆ **Fabricates, cements and removes temporary crowns.**
- ◆ **Performs pulp vitality testing.**
- ◆ **Polishes where appropriate.**

B. Education

- ◆ **Provides oral health instruction (e.g., clinic contact, classroom teaching, presentations).**
- ◆ **Provides education and intervention on oral health issues (e.g., tobacco, drugs, nutrition, oral piercings).**
- ◆ **Presents educational/promotional resources (e.g., print, electronic).**

C. Related Key Work Activities

- ◆ **Documents in daily work logs.**
- ◆ **Records patient information in charts and organizes files (e.g., paper, electronic).**
- ◆ **Books and confirms appointments (e.g., schools/individuals).**
- ◆ **Maintains inventory.**
- ◆ **Provides input into policies and procedures.**
- ◆ **Organizes clinics.**
- ◆ **Processes payments, deposits and billing.**
- ◆ **Maintains asepsis of all equipment and surroundings.**
- ◆ **Sterilizes equipment/instruments.**
- ◆ **Disposes of sharps and biohazardous waste, as per department 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, data entry).**
- ◆ **Travels to other sites.**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 7, 2015