

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002110
Grade 14**

DENTAL ASSISTANT

DEFINITION OF CLASS:

This is technical work providing dental assistance to Dentists providing basic dentistry to clients. Contacts are with patients and the families of patients, the clinic dentist, the clinic dental hygienists and staff of public and private agencies and are for the purpose of scheduling/confirming appointments, explaining and providing dental service to the patient and obtaining or giving facts. The employee provides immediate and short-term public service and assistance on a daily, recurring basis to those patients served.

An employee in this class works under technical supervision of a Dentist and the administrative supervision of higher level supervisor. Employees are responsible for scheduling, receiving, and preparing patients for dental treatment, preparing materials and equipment for use by the dentist, assisting a dentist at chair-side in the treatment of patients, performing dental radiography work, cleaning and sterilizing instruments and equipment, and keeping records of appointments, examinations, treatment and supplies. The employee must have knowledge of the basic methods and procedures required to assist a dentist in the performance of intra-oral treatment and the implementation of appropriate infection control procedures; and, the skill to set up, operate and adjust the necessary dental equipment and appropriate infection control procedures. The dentist provides continuing or individual assignments by directing what is to be done, and how and when it is to be accomplished, with additional definite instructions for new, difficult or unusual dental situations. Work is performed within the parameters of well-defined state laws and code of ethics for practicing dental assisting, federal and state regulations governing the dental environment, and standard operating procedures. There is the requirement for the application of different dental and infection control procedures or methods allowing the employee the use of judgment in locating, selecting and applying the appropriate guidelines. The work consists of a variety of activities, (i.e., scheduling, dental assisting, referring clients to outside resources, and record keeping), that involve several related activities requiring the employee to recognize the existence of and differences among clear situations. The employee's work product affects the maintenance and use of dental equipment, the scheduling and processing of clients, the accuracy of monthly activity data, and the transmittal of information. Work involves light physical effort - e.g., long periods of standing, and is performed in a clinic setting with some discomfort or unpleasantness imposed by the nature of the work. There is considerable exposure to infection, contagious disease and radiation requiring the observance of special safety precautions and intermittent use of special equipment - e.g., gloves, masks, goggles or protective clothing.

EXAMPLES OF DUTIES: (Illustrative Only)

- Schedules patients for dental examinations and treatment.
- Greets and prepares patients for treatment.
- Places, exposes and processes intra-oral radiographs.

- Prepares equipment and material for use by dentist - e.g., lays out necessary instruments, mixes filling materials.
- Provides assistance to dentist during chair-side dentistry - e.g., passes instruments and medications to dentist, keeps treatment area clear in patient's mouth.
- Monitors and implements effective infection control techniques and hazardous materials guidelines.
- Counsels patients in oral hygiene, nutrition and/or post-operative care.
- May relay instructions to patient from dentist for post-treatment care.
- Cleans and sterilizes instruments and equipment.
- Maintains records of examinations and treatments.
- Maintains dental supplies in clinic; keeps inventory and orders supplies as necessary.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge in the clinical application of Infection Control Procedures.
- Knowledge of and the ability to apply the modern principles, practices, and techniques of dental assisting.
- Knowledge of current materials and methods used in a community dental health program.
- Knowledge of dental anatomy to take diagnostic dental radiographs and skill in operating dental x-ray equipment and film-developing devices.
- Skill in the care of dental instruments and equipment.
- Ability to deal courteously and effectively with patients and the public.
- Ability to maintain certification as required by the Maryland State Board of Dental Examiners.
- Ability to accurately maintain records.
- Ability to understand and carry out oral and written instructions in English.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of experience as a Dental Assistant.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland and proof of enrollment or completion of a Dental Assistant Program approved by the Maryland State Board of Dental Examiners is required.

Equivalency: None.

CERTIFICATION:

- Certification in Radiation Technology and Level III CPR is preferred, but must be acquired within an agreed upon time from date of employment.

Note: There will be no substitutions for this section.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: August 1964

Revised: January 1974

August 1978

February 1986

Classification Study: February 1992 (M)

March 1993

August 2000

Classification Study: August 2003 (M)

April 2010

August 2013

October 2014