

4E15

EXPANDED FUNCTION DENTAL ASSISTANT

Specialties
([General](#)) ([Bilingual](#))

GENERAL DEFINITION

This is technical dental work of limited scope in the care and treatment of the teeth and gums of patients in the City's dental health clinics. Employees in this class assist dentists and hygienists as they examine and treat patients during the provision of preventive maintenance and restorative services. Employees additionally provide some direct technical dental treatment to patients. Work is performed under the direct supervision of a dentist or hygienist.

ALLOCATING FACTORS: (The following conditions must be met for a position to be allocated to this class.)

- Positions in this class must be located in one of the City's District Health Clinics.
- Positions in this class must perform expanded function dental assistant duties such as preventive maintenance and restorative services.
- Positions in this class must work at multiple health centers and on varying shifts as assigned based on health center needs.

TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

BILINGUAL SPECIALTY

Performs the duties described below with English speaking and designated non English speaking populations.

Arranges basic materials and instruments for dental treatments; assists the dentist or hygienist by handing instruments and materials as needed during the performance of dental treatment; directs water and/or air sprays as required; adjusts suction apparatus; cleans, sterilizes, and maintains instruments and equipment used in the dental clinic.

Isolates appropriate teeth to be repaired by applying rubber dam; prepares tooth for filling by placing matrix band with retainers if needed; cleans debris from cavity; dries tooth thoroughly; applies sealants and medications as directed; prepares proper restorative materials such as amalgam and composite fillings; fills prepared tooth by using necessary hand instruments; carves, finishes, and polishes restorations using rotary and hand instruments to achieve proper anatomy; checks occlusion of the teeth before releasing patient.

Takes, develops, duplicates and mounts dental x ray films, changes film processing solutions as required.

Takes impressions of the mouth and pours models for study purposes.

Maintains inventory of supplies, re-ordering and re-stocking as necessary.

Instructs children and adults in the health center, at schools and in the community on proper dental care and oral hygiene.

Schedules appointments, answers phone, processes billing information as required.

May train, supervise, and direct lower level dental auxiliary personnel.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- the procedures and techniques of restoring teeth
- the types and uses of dental instruments and of the preparation and use of dental materials
- technical dental treatment procedures and dental nomenclature
- non professional dental procedures and techniques such as the sterilization and care of instruments
- general office procedures and standard clerical operations as they apply to a dental clinic

SKILL IN:

- the application of the procedures and techniques of restoring teeth

ABILITY TO:

- carry out proper procedures, practices and manners in assisting a dentist while giving treatment
- supervise the work activities of subordinate dental auxiliaries
- obtain the confidence and cooperation of pre school and school age children while rendering dental treatment
- instruct children and parents in proper dental care and oral hygiene

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

(The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 6/09)

EDUCATION

Education equivalent to completion of the twelfth school grade.

Completion of a formal expanded function dental assistant training program at a two-year college or other accredited institution which has included a Completion Certification program of at least 200 hours of expanded function clinical and didactic instruction in restorative functions; or graduation from an accredited school of dental hygiene which has included completion of formal clinical and didactic instructions in expanded functions dental assisting training of at least 75 hours.

BILINGUAL SPECIALTY

Sufficient training and/or experience to be able to understand and speak fluently and clearly in English and a designated non English language.

PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES

Possession of a Pennsylvania State license as an Expanded Function Dental Assistant at the time of application.

Possession of a Pennsylvania State certification of passing the Radiologic Procedures examination at the time of application.

PAY RANGE: 13

Class Established:

CSC: 2/71, Ad Board: 4/71

Spec. Revision:

CSC: 6/08, Ad Board: 6/08

Latest Spec. Revision:

CSC: 5/09, Ad Board: 6/09

MMcA/jl

END OF JOB CLASS SPECIFICATION - 4E15