



JOB DESCRIPTION

Position:	Registered Dental Assistant
Department:	Dental Support
Reports to:	Site Administrator/Dental Director
FLSA Status:	Non-Exempt Position
Grade:	6

GENERAL PURPOSE:

The Registered Dental Assistant (RDA) is responsible for performing all duties of a Registered Dental Assistant (RDA) and other functions legally allowed in the state of California.

MAIN RESPONSIBILITIES & DUTIES:

- 1) Duties with general supervision:
 - a. Mouth mirror inspecting oral cavity, to include charting of obvious lesions, existing restorations and missing teeth
 - b. Placement and removal of temporary sedative dressings
- 2) Duties with direct supervision:
 - a. Obtains endodontic cultures
 - b. Dries canals, previously opened by the supervising Dentist, with absorbent points
 - c. Test pulp vitality
 - d. Place bases and liners on sound dentin
 - e. Removes excess cement from gingival surfaces of teeth with a hand instrument or floss
 - f. Sizes stainless steel crowns, temporary crowns and bands
 - g. Temporary cementations and removal of orthodontics bands
 - h. Placements of orthodontic separators
 - i. Placements and ligations of arch wires
 - j. Placements of post-extractions and periodontal dressing
 - k. Coronal polishing if certified by the state
 - l. Removal of excess cements from coronal surfaces of teeth by means of ultrasonic (if certified by the state)
 - m. Sealers placement, if certified by the state
- 3) Other duties assigned by supervisor

QUALITIES & CHARACTERISTICS:

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors

- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strive to learn more and is receptive to learning different ways of doing things
- 4) Displays enthusiasm toward the work and the mission of Ampla Health

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES:

- 1) Valid California RDA license
- 2) Current CPR card
- 3) Valid X-ray certificate
- 4) Ability to perform duties based on the attached performance evaluation factors
- 5) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols

COMMUNICATIONS SKILLS:

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

Works well with patients in a generally comfortable environment office. Employees must possess the following physical requirements:

- 1) Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
- 2) Able to work on feet the majority of the day without tiring
- 3) Must be able to hear adequately to auscultate B/PS
- 4) Must have adequate vision to read x-rays
- 5) Must be able to reach above shoulder level to work. Must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting, turning
- 6) Must have high manual dexterity and tactile sensation on fingertips

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE