

DESCRIPTION: Performs skilled responsible work assisting dentists in examining and rendering dental and oral care and surgery to patients. Incumbents are required to exercise independent judgment. Work will include the operation of various types of dental and lab equipment. Advice and assistance are available from the Dentist when unusual or difficult matters arise. Work is generally reviewed by the Dentist through observation of work.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares and situates patients in dental chair.

Prepares dental instruments and materials necessary for treatment of patients.

May expose, develop and mount dental x-rays.

Provides chair-side dental assistance with all types of patient treatment.

Maintains sanitation of instruments and facility.

Assists dentist with oral surgery, which may require assisting with general anesthesia.

Assists in laboratory procedures.

Responsible for the operation and maintenance of a small dental laboratory.

Requisitions and maintains working supply inventory.

Performs office procedure relative to patient records, appointments and other related clerical functions.

Assists in education residents in oral hygiene.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: dental instruments and equipment; x-ray techniques; oral surgery techniques; laboratory procedures; office procedures; daily oral hygiene.

Skill in: manual dexterity; exposing, developing and mounting x-rays.

Ability to: handle a variety of patients; act in stressful situations; anticipate dentists' needs; work with various chemicals and mixtures.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Dental assistants who monitor nitrous oxide analgesia must hold a current Cardiopulmonary Resuscitation (CPR) certification.

To legally operate dental x-ray equipment and perform dental radiographic procedures in Nebraska, a dental assistant must meet the requirements shows below:

Successfully complete a two-day course approved by the Nebraska Board of Dentistry and the Nebraska Department of Health and Human Services Regulation and Licensure,

OR

Pass the national DANB Certified Dental Assistant (CDA) exam,

OR

Successfully complete a dental assisting course from a CODA-accredited technical school or community college, which provides training in dental radiography as part of its curriculum.

To perform coronal polishing procedures under the direct supervision of a licensed dentist in the state of Nebraska, a dental assistant must:

Graduate from a CODA-accredited dental assisting program which includes a coronal polishing course,

OR

Complete one year (1500 hours minimum) of clinical work experience as a dental assistant **and** a Nebraska Board-approved course in polishing procedures.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).