



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE DENTAL ASSISTANT	2. DIVISION COUNTY HEALTH ADMINISTRATION: <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT DENTAL
4. ORGANIZATIONAL RELATIONSHIP The Dental Assistant will report to the Dental Nurse.	5. NATURE & SCOPE The Dental Assistant will be responsible for routine non-professional work rendering general assistance to a Dentist and Dental Nurse attached to a Dental Clinic. Work is performed under the supervision of a Dentist and Dental Nurse who reviews work through observation with periodic visits by the Head of the Unit.	
6. SPECIFIC ACCOUNTABILITIES The Dental Assistant: <input type="checkbox"/> Assists Dentist and Dental Nurse during treatment of patients. <input type="checkbox"/> Confirms dental and medical histories from patients. <input type="checkbox"/> Mixes complex materials required for fillings for Dentist and Dental Nurse. <input type="checkbox"/> Provides preventative and dietary counseling and demonstrates proper brushing and flossing of teeth techniques. <input type="checkbox"/> Counsels patients before and during dental procedures and provides post-extraction instructions. <input type="checkbox"/> Takes and develops radiograph (dental). <input type="checkbox"/> Performs charting of patients' teeth and maintains a record of patients' dental charts. <input type="checkbox"/> Cleans and sterilizes instruments and prepares clinic for use by Dentist and Dental Nurse. <input type="checkbox"/> Makes appointments for Dentist and Dental Nurse Clinics. <input type="checkbox"/> Assists the Dental Nurse in conducting workshops for schools. <input type="checkbox"/> Checks stock, maintains stock cards and prepares stock requisition where necessary. <input type="checkbox"/> Prepares end-of-month reports and returns pertaining to output of work. <input type="checkbox"/> Renders cardiopulmonary resuscitation (CPR) and First Aid when necessary. <input type="checkbox"/> Reports malfunction of equipment to the relevant departments. <input type="checkbox"/> Assembles gauze packs and cotton swabs. <input type="checkbox"/> Performs blood pressure testing on adult patients. <input type="checkbox"/> Performs related work as required by the approved Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <input type="checkbox"/> Some knowledge of Dental anatomy, sterilization and dental instruments. <input type="checkbox"/> Ability to assimilate in-service training by Dentist and Dental Nurse. <input type="checkbox"/> Ability to write reports and keep required records. <input type="checkbox"/> Ability to follow simple oral hygiene instructions. <input type="checkbox"/> Ability to establish and maintain good working relationships with other employees and the public. <input type="checkbox"/> Ability to perform emergency treatment e.g. how to deal with a patient who has fainted or a patient who has collapsed.		
8. MINIMUM TRAINING AND EXPERIENCE <input type="checkbox"/> Certificate in Dental Surgery Assistant from an accredited Dental School. <input type="checkbox"/> Three (3) O'Levels subjects inclusive of Mathematics and English A. <input type="checkbox"/> A minimum of one (1) years' experience in the field of Dentistry.		
9. SUPERVISORY RESPONSIBILITIES Not applicable.		

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Dentist
- Primary Care Physician II
- Dental Nurse
- Primary Health Care Services Administrative Officer
- All Staff at the Health Facility

External:

- Patients
- School Principals
- Dental supply companies
- Contractors