



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE DENTAL ASSISTANT	2.DIVISION COUNTY HEALTH ADMINISTRATION: ☐ ST. ANDREW/ST. DAVID ☐ 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: ☐ Assists Dentist and Dental Nurse during treatment of patients. ☐ Confirms dental and medical histories from patients. ☐ Mixes complex materials required for fillings for Dentist and Dental Nurse. ☐ Provides preventative and dietary counseling and demonstrates proper brushing and flossing of teeth techniques. ☐ Counsels patients before and during dental procedures and provides post-extraction instructions. ☐ Takes and develops radiograph (dental). ☐ Performs charting of patients’ teeth and maintains a record of patients’ dental charts. ☐ Cleans and sterilizes instruments and prepares clinic for use by Dentist and Dental Nurse. ☐ Makes appointments for Dentist and Dental Nurse Clinics. ☐ Assists the Dental Nurse in conducting workshops for schools. ☐ Checks stock, maintains stock cards and prepares stock requisition where necessary. ☐ Prepares end-of-month reports and returns pertaining to output of work. ☐ Renders cardiopulmonary resuscitation (CPR) and First Aid when necessary. ☐ Reports malfunction of equipment to the relevant departments. ☐ Assembles gauze packs and cotton swabs. ☐ Performs blood pressure testing on adult patients. ☐ Performs related work as required by the approved Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES ☐ Some knowledge of Dental anatomy, sterilization and dental instruments. ☐ Ability to assimilate in-service training by Dentist and Dental Nurse. ☐ Ability to write reports and keep required records. ☐ Ability to follow simple oral hygiene instructions. ☐ Ability to establish and maintain good working relationships with other employees and the public. ☐ 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 ☐ Certificate in Dental Surgery Assistant from an accredited Dental School. ☐ Three (3) O’Levels subjects inclusive of Mathematics and English A. ☐ 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