

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV98612
Job Class Code:	580	Salary Schedule:	APOOL
EEO Category:	05	Grade:	01
Workers Comp Code:	9410		

Job Code Established:	10/31/07	Effective Date:	10/31/07
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Medical and Related Technical Series

JOB CODE TITLE: DENTAL ASSISTANT POOL

HRIS TITLE: DENTAL ASST POOL

THIS CLASS IS TO BE USED FOR POOL DENTAL ASST'S ONLY and NOT TO USED FOR PERMANENT POSITIONS.

CHARACTERISTICS OF THE JOB CODE: Under general supervision, is responsible for the performance of expanded dental assistance work; assists in the adjustment and construction of dental appliances; may expose and process X-rays; and perform related work as required.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Prepares patients for treatment, setting headrest and placing bib; organizes and arranges equipment and materials for dentist; passes instruments, prepares anesthetic syringes, mixes restorative materials; assists the dentist in fitting, adjusting and inserting dental appliances; may remove retainers and bands on dental appliances; instructs patients and/or their parents on proper methods and techniques of installing, removing and adjusting dental appliances; assists in taking oral impressions; gives oral hygiene and plaque control instructions; applies topical fluoride or teaches self-application to patients; cleans and autoclaves instruments; obtains past and present oral health medical history; maintains files and records; serves as receptionist and schedules appointments. Under general supervision train or instruct patients in oral hygiene techniques, preventative procedures, dietary counseling for cavities and plaque control and provide pre- and post- operative instructions; expose and process X-rays; collect and record information pertaining to extra-oral conditions; collect and record information pertaining to existing intra-oral conditions; appropriately communicate patient's intra-oral and extra-oral information collected and recorded to the dentist for triage of the patient's conditions.

WORK CONDITIONS: May be required to work after duty hours; may be required to work in remote locations or facilities other than assigned location; may have exposure to dangers inherent in working in a correctional setting; may have exposure to serious infectious diseases relatively common in a confined environment; i.e. AIDS, TB, Hepatitis (all forms).

KNOWLEDGE, SKILLS AND ABILITIES (KSAS):

Knowledge of: dental office and dental operative assistance procedures and techniques; the principles and methods of sterilizing instruments; oral hygiene and plaque control techniques; methods, processes, materials, instruments and equipment used in making dental appliances.

Skill/Ability to: work with patients and assist a dentist in work; follow oral and written instructions; perform clerical work; communicate both orally and in writing.

KSAs are typically obtained through experience and/or education in:

Dental Assistant Pool

Job Code ACV98612

- Working in a Dental Office
- Completion of an approved training course for Dental Assistants

Any combination of training and experience that meet the knowledge, skills and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Completion of an approved training course for Dental Assistants. Possession of a Certificate in Radiography, with seal, approved by the Arizona State Board of Dental Examiners is required.