



USC University of
Southern California

Registered Dental Assistant Job Description

JOB INFORMATION

Job Code:	191011
Job Title:	Registered Dental Assistant
FLSA Status:	Non-Exempt
Supervisory:	May lead one or more employees performing similar work.
Job Family:	Dental Assisting/Tech
Job Family Group:	Dentistry
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides both administrative and comprehensive skilled chair-side assisting services for patients during dental treatment procedures for clinical faculty, doctoral dental students, and post-doctoral students in clinical units(s) and/or affiliated practices. Ensures adherence to strict principles of the standard of care, cleanliness and infection control.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
	X	Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		chairside experience in a dental environment or private practice in one or more recognized dental disciplines (e.g., general/prosthodontics, endodontics, periodontics, oral surgery).
X		Working knowledge of HIPAA compliance, PPO, and dental terminology.
X		Demonstrated experience in a high-volume, fast-paced environment, with proven interpersonal and multitasking skills.
X		Working knowledge of proper sterilization and instrument management techniques.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent written and oral communication skills, and orientation for teamwork.
X		Ability to interpret and apply policies and procedures.
X		Maintains working knowledge of First Aid, CPR, and Automated External Defibrillator use.
	X	Working knowledge of AxiUm dental management systems, or similar.
	X	Proficiency in written and conversational Spanish, and/or multilingual communication skills.
	X	Demonstrated experience and skills in a variety of dental disciplines.
	X	Skilled at clinical documentation, gathering and inputting data, maintaining filing systems and logs, and coordinating the work of others.
X		Health Insurance Portability and Accountability Act (HIPPA) training and Bloodborne Pathogens (BBP) training.
X		TB test required within three months of hire.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			One or more of the following certifications, current and valid: California Orthodontic Assistant Permit, California Registered Dental Assistant with Extended Functions Permit (RDAEF), California Dental Sedation Assistant Permit, California Oral and Maxillofacial Surgery Assistant Certification.
	X		Certified Dental Assistant (CDA) certification (graduate of dental assisting program).
X			Pit and sealant fissure certification.
X			Radiation certification
X		BLS/CPR	

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Observes dental assisting employees and students to ensure adherence to strict principles of the standard of care, cleanliness and infection control. Reports non-compliance to supervisors and/or faculty.				
Prepares treatment/clinical areas for patient care. Organizes and prepares trays for dental procedures, readies and mixes materials, and maintains adequate inventories in each operatory. Preps patients and assists dentists with procedures. Obtains vital signs and monitors patients for complications. Cleans up following procedures, disposes of waste, disinfects area after each patient, and sets up for next patient in accordance with established procedures.				
Maintains inventory of disposable materials, medications, dental instruments, equipment, and supplies in the dental operatory and those required for daily operation. Organizes supplies and equipment to minimize loss and maximize utilization. Performs regular audits to ensure the removal of expired materials. Maintains a clean and orderly clinic. Sterilizes and disinfects instruments and equipment in accordance with established procedures.				
Prepares materials for making impressions and restorations, as needed. Exposes and processes digital radiography or traditional x-rays. Practices radiation safety at all times when using dental radiographs generators.				
Leads other dental assistants in the absence of the supervisor as needed. Provides administrative support (e.g., schedule, attendance records) and problem resolution as required. Assists with patient registration, appointment scheduling, billing, filing, scanning, and other related administrative support duties as required. Obtains dental history and records from patients and ensures health histories are recorded and current. Provides patient education and treatment planning information as directed by attending faculty providers, or by students. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.