

Modified Effective: February 14, 1999

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DENTAL ASSISTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future Dental Assistant positions. Positions allocated to this classification perform technical work in assisting a dentist in the care and treatment of patients. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that require licensure or eligibility for licensure to practice dental hygiene in the State of Wisconsin and are more appropriately classified as Dental Hygienist.
3. Positions which, for a majority of the time, are engaged in work more appropriately classified as Dental Laboratory Technician.
4. All other positions which are more appropriately identified by other classification specifications.

C. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

DENTAL ASSISTANT

Positions in this classification provide dental assistant services in state institutions or long term care facilities by providing chairside dental assistance, preparing patients, instruments, and equipment for dental examination and treatment; assisting dentist in charting and keeping required records; performing related office support duties; performing dental laboratory and x-ray services; cleaning, sterilizing, and maintaining dental work area and equipment.

Examples of Work Performed

- Prepare operatory instruments and materials for dental procedures
- Escort, seat, and prepare patient for dental procedures
- Record histories and findings of dental examinations
- Expose, develop and mount dental radiographs
- Assist as directed by the dentist including transfer of instruments, oral evacuation procedures and preparation of dental materials during endodontic, periodontic, prosthodontic, oral surgical, and general dentistry procedures
- Instruct patients in post operative care following routine procedures
- Perform sterilization and disinfecting procedures utilizing appropriate infection control practices including: preparation of instruments and materials for the autoclave, autoclaving and storage of instruments and materials, preparation and maintenance of dental disinfecting solutions and preparation of tests to assure their effectiveness, material disposal, clean and disinfect patient treatment area, dental laboratory and office;
- Provide general office support including maintaining logs, records, and correspondence files, responding to routine phone and written inquiries, scheduling patients, compiling statistics for daily and monthly reports utilizing appropriate computer software, maintaining inventory of supplies and instruments, preparing purchase requisitions, obtaining/preparing insurance authorizations and documents
- Assist with dental laboratory services including taking impressions under the direction of the dentist, pouring and trimming dental models, preparing acrylic trays, bite blocks and occlusal rims, repairing dentures;
- Provide routine maintenance of dental operatory equipment and instruments
- Provide practical emergency intervention, when necessary
- May perform coordination activities among social service agencies, insurance companies, group home staff, guardians, etc. to facilitate patient services
- May supervise inmates and assist in daily security checks of needles, syringes, instruments and drugs.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created July 1969 to describe positions which perform technical work in assisting a dentist in the care and treatment of patients. It was modified effective February 14, 1999 to provide updated terminology (see Bulletin CLR/SC-96).

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