

DENTAL ASSISTANT (EXPANDED FUNCTION) – GS-0681 – 06

Position Description

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

This position is located at the _____ Service Unit in the _____ Area of the Indian Health Service.

The purpose of this position is to perform routine and advanced chairside dental assistant services to enable the dental team to function efficiently and to improve the delivery of critical dental services to the population served.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The Indian Health Service (IHS) provides health care to over 2.2 million American Indian/Alaska Native people through a system of IHS, Tribal, and Urban operated facilities in 35 states in the United States. The _____ Service Unit provides comprehensive health care to ____ American Indian/Alaska Natives. The mission of the Indian Health Service is to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level, with a goal of ensuring that comprehensive, culturally acceptable personal and public health services are available to American Indian/Alaska Native people.

DUTY 1: Basic Dental Assisting Duties

50% Critical

Provides basic dental assisting duties such as chairside dental assisting, disinfection and sterilization procedures, radiographs, and inventory control.

Competencies:

- A. Provides routine maintenance of all dental equipment and instruments, including cleaning and oiling equipment, and sharpening instruments as needed.
- B. Disinfects dental equipment (chairs, surfaces) and sterilizes instruments using autoclave and other techniques in accordance with the clinic's standard operating procedures.
- C. Provides routine chairside dental assisting services including seating of patients, setting up proper instruments and trays for dental procedures, recording treatment rendered in the patient record, placing rubber dams and clamps for restorative and endodontic procedures, handing instruments to the dental provider as needed, providing irrigation and suctioning during dental procedures, and dismissing the patient with post-treatment instructions.
- D. Exposes, process, and mounts diagnostic radiographs.
- E. Maintains dental inventory of supplies and restocks supplies as necessary.
- F. Provides dental laboratory support services including pouring study models, trimming models, and other support services.

DUTY 2: Basic Expanded Function Dental Assisting Duties

30% Critical

Performs services beyond the scope of basic dental assisting as an expanded function dental assistant, in ONE or more of the following specialties:

Competencies:

A. Periodontal Expanded Functions

1. Relates Community Periodontal Index scores to a need for potential periodontal treatment.
2. Detects disease, supra- and subgingival calculus.
3. Provides thorough ultrasonic scaling of teeth.
4. Accurately codes for periodontal and hygiene procedures.
5. Recommends effective toothpastes, mouth rinses, and oral hygiene aids to patients.
6. Motivates patients to improve plaque removal and periodontal health.
7. Identifies who is at risk for periodontal breakdown.
8. Provides oral prophylaxis to adult and child patients using rubber cup coronal polishing.

B. Restorative Expanded Functions

1. Places simple amalgam restorations (Class I, Class II two-surface, and Class V) using proper placement technique and condensation after tooth preparation by dentist.
2. Places simple composite or glass ionomer restorations (Class III and V) using proper technique and incremental curing.
3. Matches shade to existing tooth in an acceptable manner.
4. Places appropriate base and liner as directed by the dentist.
5. Uses an appropriate restorative adjunct when required – etchant, bonding agent, matrix band, etc.
6. Assures restoration is smooth without irritation to adjacent tissue.
7. Assures restoration contour is adequate and integrates into existing anatomy.
8. Checks occlusion and adjusts restoration as needed.

C. Orthodontic Expanded Functions

1. Acquires and processes orthodontic records including intra- and extra-oral photographs, panoramic radiographs, cephalometric radiographs, and impressions for study models.
2. Performs all banding procedures including separation of teeth, selecting/fitting bands, taking impressions, seating bands in the impression, pouring up the impression, and helping to cement bands. Individual bands may be cemented or may be incorporated into holding arches, expanders and habit controlling appliances.
3. Performs orthodontic assisting duties which encompass all routine orthodontic adjustments in the specialty of orthodontics.
4. Prepares and places fixed retainers for cementation by the dentist. Performs fabrication of Essix retainers. Assists in delivery of removable retainers.

D. Oral & Maxillofacial Surgery Expanded Functions

1. Understands and sets up all routine and specialty instrumentation and procedures including dental alveolar surgery, trauma, and pathologic surgery.
 2. Understands and executes Operating Room protocols, including but not limited to proper sterile scrubbing and gowning techniques, draping of the patient, and maintaining proper sterile techniques as required by the Operating Room and having the ability to communicate properly with the anesthesiologist and circulating nurse.
 3. Provides post-operative surgical instructions concisely to the patient's understanding as well as motivating them in proper preventive techniques and oral hygiene.
 4. Maintains an efficient surgery schedule to maximize production and eliminate non-productive time.
- E. Pediatric Dentistry Expanded Functions
1. Places simple amalgam restorations (Class I, Class II two-surface, and Class V) using proper placement technique and condensation after tooth preparation by dentist.
 2. Selects, trims, and crimps correct stainless steel crowns.
 3. Performs band fitting duties including the separation of teeth with elastic separators, takes an impression, and secures the bands in the impression prior to pouring the plaster model.
 4. Obtains and records oxygen saturation levels, blood pressure levels, and child's weight according to standard operating procedures.
 5. Performs basic behavioral guidance techniques such as positive pre-visit imagery, direct observation, tell-show-do, ask-tell-ask, teach back, motivational interviewing, voice control, non-verbal communication, positive reinforcement, memory structuring, and parental presence/absence
- F. Prosthodontic Expanded Functions
1. Fabricates custom impression trays for selective pressure and monostatic complete denture impressions with appropriate border relief.
 2. Fabricates wax rims and base plates.
 3. Takes preliminary impressions, performs lab work, takes final impressions, bite registration, tooth selection, wax try-in and delivery of complete and partial dentures under the direction of the supervising dentist.
 4. Cleans and polish removable appliances.
 5. Provides prosthetic delivery and home care instructions to patients.
 6. Place and remove retraction cord.

DUTY 3: Advanced Expanded Function Dental Assisting Duties

20% Critical

Performs services beyond the scope of basic expanded function dental assisting with advanced skills in ONE or more of the following specialties:

Competencies:

- A. Periodontal Advanced Expanded Functions
 - 1. Provides thorough scaling of teeth.
 - 2. Uses universal scalers correctly and efficiently.
- B. Restorative Advanced Expanded Functions
 - 1. Places more complex amalgam restorations (Class II two-surface and Cusp-Protected Alloys) using same quality criteria/competencies as listed in basic expanded function duties.
 - 2. Places more complex composite restorations (Class I, II, IV) using proper technique and incremental curing and using same quality criteria/competencies as listed in basic expanded function duties.
- C. Orthodontic Advanced Expanded Functions
 - 1. Acquires and processes orthodontic records including intra- and extra-oral photographs, panoramic radiographs, cephalometric radiographs, and impressions for study models.
 - 2. Performs all banding procedures including separation of teeth, selecting/fitting bands, taking impressions, seating bands in the impression, pouring up the impression, and cementing bands. Individual bands may be cemented or may be incorporated into holding arches, expanders and habit controlling appliances.
 - 3. Performs orthodontic assisting duties which encompass all routine orthodontic adjustments in the specialty of orthodontics.
 - 4. Prepares and places fixed retainers for cementation by the orthodontist. Performs fabrication of Essix retainers. Assists in delivery of removable retainers.
 - 5. Traces cephalometric radiographs accurately.
- D. Oral & Maxillofacial Surgery Advanced Expanded Functions
 - 1. Understands and sets up all routine and specialty instrumentation and procedures including dental alveolar surgery, trauma, and pathologic surgery.
 - 2. Understands and executes Operating Room protocols, including but not limited to proper sterile scrubbing and gowning techniques, draping of the patient, and maintaining proper sterile techniques as required by the Operating Room and having the ability to communicate properly with the anesthesiologist and circulating nurse.
 - 3. Provides post-operative surgical instructions concisely to the patient's understanding as well as motivating them in proper preventive techniques and oral hygiene.
 - 4. Maintains an efficient surgery schedule to maximize production and eliminate non-productive time.
- E. Pediatric Dentistry Advanced Expanded Functions

1. Performs the induction and / or reduction of nitrous oxide / oxygen sedation and records the dose and time in the patient chart and clinical log-book.
 2. Disinfects, organizes, and sets-up the equipment for a general anesthetic patient in the operating room utilizing standard hospital protocol including a formalized checklist.
 3. Delivers fixed appliances for space maintainers.
 4. Cements correct-sized, -trimmed, and -crimped SSCs with standard post-op examination for the appropriate occlusion, gingiva pressure, and removal of excess cement.
- F. Prosthodontic Advanced Expanded Functions
1. Adjusts full and partial dentures.
 2. Repairs full and partial dentures.
 3. Fabricates provisional crowns and bridges.

FACTORS

Factor 1 – Knowledge required by position

Level 1-4 550 pts

Knowledge of dental anatomy, related oral anatomy, technical methods and practices of dentistry and the working characteristics of dental instruments and materials to perform a wide variety of intra-oral procedures including restoration of teeth prepared by a dentist and/or cleaning of teeth using mechanized or hand instruments. Knowledge of and ability to recognize common dental disorders and conditions such as tooth decay and periodontal diseases sufficient to perform as directed by a dentist. Knowledge of and skills of proper dexterity in performing intra-oral procedures. Knowledge of current dental infection control practices and the ability to properly disinfect and sterilize instruments and environmental surfaces. Knowledge of operating room protocols for oral surgical procedures.

Factor 2 – Supervisory controls

Level 2-2 125 pts

Incumbent is under the indirect supervision of a dentist clinically and under the general supervision of a supervisory dental assistant or dentist administratively. The clinical supervisor provides individual clinical assignments including intra-oral procedures. Intra-oral expanded function procedures are provided under indirect supervision (alone, with supervising dentist in the facility). All intra-oral expanded function procedures are reviewed upon completion for technical accuracy by the clinical supervisor upon completion of the procedures and routine dental assistant duties are reviewed periodically for accuracy and compliance with instructions and established clinic policies and procedures by the administrative supervisor.

Definitions pertaining to supervision:

There are three levels of supervision:

1. Direct – dentist directly oversees dental assistant; this is the type that is used for regular chairside dental assistants
2. Indirect – dentist stays in the building and is able to check the work of the dental assistant; this is the type that is used for expanded function dental assistants

3. General – dentist is out of the building and cannot directly check work; this is usually reserved for other licensed professionals like other dentists and hygienists

For types of supervision:

1. Clinical – the person oversees the clinical procedures; since dental assistants operate under the dentist’s license, they are always clinically supervised by a dentist

2. Administrative – the person assigns work hours and support services (infection control, equipment maintenance, etc.); this person is sometimes a dentist but in larger facilities is a lead dental assistant or supervisory dental assistant

Factor 3 – Guidelines

Level 3-2 125 pts

Incumbent may select from established instruments and techniques from which they have been trained in completing expanded function intra-oral procedures.

Factor 4 – Complexity

Level 4-3 150 pts

Incumbent performs a variety of intra-oral procedures involving many techniques and skilled, detailed workmanship to complete such as amalgam and composite restorations (restorative) or mechanized or hand scaling of teeth (periodontal). In completing these intricate procedures, incumbent must carefully consider detailed aspects of dental anatomy, occlusion, and the dental caries and/or periodontal disease process.

Factor 5 – Scope and effect

Level 5-3 150 pts

Full performance of a number of complex intra-oral procedures such as restoration of grossly decayed teeth (restorative) or scaling of teeth with advanced periodontal disease (periodontal) relieves the dentist or dental hygienist or many time-consuming tasks which are necessary to treat these conditions. Highly developed skills in performing these duties has a significant impact on the well-being of patients and improves the efficiency, effectiveness, and access to care for the dental program.

Factor 6 – Personal contacts

Level 6-2 25 pts

Contacts are with patients, patient families, and other employees of the healthcare facility.

Factor 7 – Purpose of contacts

Level 7-2 50 pts

Contacts with employees are to exchange information and coordinate healthcare services provided to patients. Contacts with patients is to provide information, schedule appointments, follow up on care provided, and motivate patient in preventive dental care.

Factor 8 – Physical demands

Level 8-2 20 pts

Work requires long periods of sitting, walking, standing and bending. Work sometimes including transferring patients into the dental chair. Work also requires unpacking and storing supplies.

Factor 9 – Work environment

Level 9-2 20 pts

Work involves exposure to communicable diseases, radiation, nitrous oxide, blood and other potentially infectious materials, and flying debris. The incumbent will be required to use personal protective equipment such as mask, eyewear, gown/coat, and gloves.

OTHER SIGNIFICANT FACTORS

The work may include travel to satellite clinics or community locations to render services (schools, Head Start, etc.). This requires the incumbent to have a valid driver license in order to operate a government-owned vehicle.

CLASSIFICATION SUMMARY:

Applicants for Dental Assistant (Expanded Function) positions must have completed a certification course in expanded function dental assistant training or have at least two years of experience specifically related to the expanded function dental assistant position. Examples of acceptable training are:

- Courses in a dental hygiene or dental assistant program accredited by the American Dental Association's Commission on Accreditation that are directly related to the intra-oral procedures (also referred to as expanded functions) that are to be performed in the position to be filled.
- U.S. Army's Dental Therapy Assistant Training Program.
- Continuing education courses in expanded functions for dental assistants offered by the Indian Health Service of the Department of Health and Human Services.
- Other training comparable to the above in private or governmental hospitals, clinics, or schools that included formal classroom instruction and clinical training in the knowledge and skills required to perform intra-oral procedures in the position to be filled.
- At least two years of specialized experience in a practice setting, directly related to the expanded function dental assistant position.

CLASSIFICATION STANDARDS USED:

Dental Assistant Series, GS-0681 TS-29 September 1977

Series and Title Determination:

The position duties primarily involve the performance of reversible intra-oral procedures along with other supportive duties.

Dental Assistant (Expanded Function), GS-681-05

Grade Level Determination:

GS-6

Final Classification:

1215 pts GS-6 (1105-1350)

Dental Assistant (Expanded Function), GS-681-06

CLASSIFICATION REMARKS: