

Job Description		الوصف الوظيفي
Job TITLE	EFFECTIVE DATE	REVISION DATE
Dental Assistant		

Description	General Information
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Job Title	Dental Assistant
Practice Setting	Dental Clinic
Reporting to	Division Head of Dental Department
Responsibility Level	Non-Supervisory

Required Educational Qualification and experience	
<ul style="list-style-type: none"> • Required Educational Qualification <ol style="list-style-type: none"> 1. Accredited Bachelor Degree in Science and 1-year accredited Certificate in Dental Assistant program or 4-year Bachelor Degree in Dental Assisting. 2. Internship program in a recognized institute 3. Valid registration from SCHS 4. Valid Basic Life Support certification. 	
Competencies and Skills	
1	Demonstrate Leadership and administrative skills.
2	Fluent verbal and written English.
3	Exhibits professionalism and excellent interpersonal communication skills.
4	Is knowledgeable of the Saudi Medical By-laws.

Job Summary	Providing both clinical and administrative support to dentists and dental hygienists, such as, preparing treatment rooms, taking, and developing x-rays, and following safety and infection control protocols. The specific duties and responsibilities may vary based on the privileges and the dentist's preferences.
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Roles and Responsibilities

1. All allied health professionals are legally and morally obliged to conduct their roles and responsibilities within the Ministry of Health at the Kingdom of Saudi Arabia laws and regulations and international professional associations applicable to their professions.
2. All Dental Assistants must be able to:
 - 2.1. Maintain effective relationships with peers and respect professional boundaries.
 - 2.2. Respect patients' autonomy and right to make their own health decisions.
 - 2.3. Maintain patients' confidentiality at all time.
 - 2.4. Understand patients' differences and cultural values and treat them with respect regardless of their religion, gender, color, and ethnic background.
 - 2.5. Listen to patients, recognize communication barriers, and facilitate understanding of their oral health condition and options for care.
 - 2.6. Communicate with the treating dentists and respond to their requests
 - 2.7. Maintaining accurate dental records and statistics and keeping up-to-date with dental technologies.
 - 2.8. Coordinate patient care within the healthcare system by collaborating with other healthcare professionals to ensure patient wellbeing and safety.
 - 2.9. Work effectively in multidisciplinary teams.
 - 2.10. Provide care that is evidence-based and reflective of best practices.
 - 2.11. Be engaged in a continuous learning and to sustain up to date in all aspects of the professional performance.
 - 2.12. Take an active role in teaching and assigning duties to the residents and trainees and participate in their evaluation, in terms of skills, knowledge, and behavior.
 - 2.13. Participate in quality assurance, infection control, professional education of interested parties, postgraduate activities and any other assignment related to excellent activities and any other assignments related to excellent patient care and education. This includes grand rounds, bedside teaching sessions, clinical lectures demonstrations.
 - 2.14. Participate in the Major Disaster Plan of the facility as indicated.
 - 2.15. Provide administrative services and serving on committees within the department as needed.

Areas of Competency	
Assisting During Dental Procedures	<ol style="list-style-type: none"> 1. Dental assistants work chairside, providing support to dentists during various dental procedures. 2. Practice four- handed dentistry, pass instruments and materials to the dentist, ensure the patient's comfort, and maintain a clear field of vision for the dentist.
Preparing Treatment Room	<ol style="list-style-type: none"> 1. Preparing treatment rooms by ensuring that all necessary instruments, equipment, and supplies are ready. 2. Sterilizing and disinfecting instruments, and arrange dental materials 3. Organizing and laying out instruments for each procedure.
Taking and Developing Dental X-rays	<ol style="list-style-type: none"> 1. Taking dental x-rays as directed by the treating dentist using radiographic equipment. 2. Following safety protocols to protect patients from unnecessary radiation. 3. Developing and processing X-ray films for examination by the dentist.
Providing Patient Care and Education	<ol style="list-style-type: none"> 1. Make sure patient arrival and triage have been done 2. Taking vital signs, blood pressure and glucose level prior to surgical procedures and / or if deemed necessary. 3. Updating medical histories, and providing post-operative instructions to patients. 4. Educate patients on proper oral hygiene techniques. 5. Answer questions about dental procedures. 6. Complete daily log of patients and procedures performed for statistical purposes. 7. Perform other duties as assigned and directed by the dentist and / or supervisor within the specialty, such as: <ol style="list-style-type: none"> a. Applying topical fluoride and fissure sealants. b. Perform oral prophylaxis as ordered c. Taking of impressions for study and working models d. Changing orthodontic wires.
Sterilizing and Maintaining Equipment.	<ol style="list-style-type: none"> 1. Maintaining a clean and sterile environment in the dental office. 2. Strictly follow infection control guidelines and protocols in the treatment room through:

- Disinfection
 - PPE
 - Flushing of all pipe lines before and after each patient
 - Proper disposal of waste and sharp object
3. Following safety procedures to minimize risks.
 4. Ensuring that equipment is properly maintained by completing periodic preventive maintenance requirements
 5. Following manufacturer's instructions; calling for repairs and maintaining equipment inventories.
 6. Maintain instruments and stock level of supplies in optimum level to clinic activity without excess inventory.
 7. Review inventory and remove expired items regularly

Acknowledgement Name and Approval

Employee Name:

Signature:

Date:

Direct Supervisor Name:

Signature:

Date:

HR/ Authorized Representative

Name:

Signature:

Date: