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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Patient Care

**Class Series:** Dental Assistants

**Grid:** 21

**Class Title:** Certified Dental Assistant

### **I. Level Definition**

Positions at this level carry out a variety of dental work procedures such as setting up instruments and supplies, passing instruments and materials to dentist during treatment and performing a variety of restorative duties and intra-oral procedures.

### **II. Typical Duties**

- (1) Performs intra-oral procedures such as cleaning and polishing teeth, acid etching prepared cavities, removing sutures and applying medicated dressings.
- (2) Applies topical anaesthetic, anticariogenic, and/or anticarcinogenic agents.
- (3) Prepares and sets up instruments, equipment and supplies required for dental work such as cleansing, sterilizing or autoclaving instruments and dressings, cleansing and polishing removable prosthesis, preparing restorative bases and filling materials, and setting up, taking, developing and mounting dental radiographs (x-rays).
- (4) Obtains patient and radiograph (x-ray) files for scheduled appointments, positions patient for dental work, explains the dental work procedures, post operative care and oral hygiene instructions and answers related questions. Evaluates mouth cleaning effectiveness and provides oral hygiene instruction. Evaluates dietary habits and provides nutritional counselling as it pertains to dentistry.
- (5) Performs procedures during dental treatment and surgery such as passing instruments to dentist, mixing restorative materials, assisting dentist with applications and suction during treatment.
- (6) Performs restorative duties such as combining materials for impressions and casts, taking impressions from patients for study models and making plaster working models from casts. Constructs and fits custom gel carriers and/or bite blocks and provides instruction in their use.
- (7) Takes and prepares oral smears and bacterial cultures as required.
- (8) Maintains inventory of supplies, materials and instruments.
- (9) Cleans instruments and chair-side area after use and ensures equipment is working, performs minor repairs and maintenance on dental equipment such as changing belts, light bulbs, cleaning and oiling handpieces.
- (10) Maintains patient records, appointment bookings and performs related clerical duties such as answering telephone, typing, taking and relaying messages and arranging appointments.
- (11) Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Graduation from a recognized Certified Dental Assistant program plus one year's recent, related experience or an equivalent combination of education, training and experience.

Current registration and licensure as a Certified Dental Assistant as required under the Dentist Act.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.