

JOB TITLE: EFDA- EXPANDED FUNCTIONS DENTAL ASSISTANT
Department: Dental
Reports To: Dental Clinical Lead
FLSA Status: Non-Exempt



DRESS CODE

This position is required to wear scrubs, lab jacket and Personal Protective Equipment (PPE) as uniform.

SUMMARY

Assist the Dental Provider with appointments and procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- Successful completion of Dental software systems training.
- EFDA's shall perform under the direct supervision of a dental provider.
 - *Direct supervision means that a dental provider is present in the office/treatment facility, can personally diagnose the condition to be treated, can personally authorize the procedure, physically remains in the office/treatment facility for the duration of the procedure and before dismissal of the patient evaluates the work performed by the EFDA.*
- Proficiency in utilizing office equipment.
- Maintain superior level of customer service when dealing with patients, vendors and co-workers.
- Cross-trained employees will occasionally assist with chart maintenance, scheduling and other clerical duties.

JOB PERFORMANCE

- Perform the following patient procedures within scope of practice, as defined by the Dental Law Rules and Regulations of the State Dental Council and Examining Board, under the direct supervision of a dental provider.
 - Obtain dental radiographs per treatments plan specifications.
 - Placing and removing matrices.
 - Placing and removing wedges.
 - Applying cavity liners and bases.

Initials: _____

Prepared By: MER
Updated: 04/23/2020

- Placing and condensing amalgam restorations.
- Carving and contouring amalgam and/or composite restorations.
- Placing and finishing composite resin restorations.
- Placing and finishing sealant.
- Coronal polishing.
- Child prophyl, 10 years of age and younger.
- Placing temporary fillings.
- Placing temporary crowns.
- Placing and removal of temporary cement.
- Take impressions; excluding final impressions.
- Fluoride treatments.
- Enter documentation into patient record per Provider recommendation.
- Prohibitions; an EFDA may not,
 - Examine, diagnose or plan treatment.
 - Cut hard or soft tissue.
 - Prescribe drugs or medications.
 - Prescribe lab authorizations.
 - Approve final occlusion.
 - Perform Endodontic procedures, IE pulp capping or pulpotomy.
 - Perform final placement/cementation of fixed/removable prosthetic appliances.
 - Administer local anesthesia, parenteral or inhalational sedation, IE nitrous oxide, analgesia or general anesthesia.

SCHOOLING, EXPERIENCE, CERTIFICATION/S and/or LICENSURE/S

- High School Diploma or equivalent.
- Current Pennsylvania EFDA Certification.
- Knowledge of EMR.
- CPR/AED Certification.
- Act 131: Child Abuse Training.
- Hepatitis B Vaccination.
- Bi/Multi lingual preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as operating and maintenance instructions, and policy/procedure manuals. Ability to speak effectively before groups of customers.

Initials: _____

Prepared By: MER
Updated: 04/23/2020

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written and oral format.
Ability to deal with problems involving variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

WORK CONDITIONS

There may be exposure to airborne and blood-borne pathogens and hazardous materials.

ORGANIZATIONAL INVOLVEMENT

This position is required to participate in one (1) organizational event per calendar year. Attendance at "All staff" meetings is required and mandatory.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

AUTHORITY BOUNDRIES

This position reports to the Dentist for daily supervision. The Dentist will triage matters to the Dental Clinical Lead who will triage to the appropriate personnel.

Initials: _____

Prepared By: MER
Updated: 04/23/2020

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Welsh Mountain Health Centers (WMHC) provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. WMHC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. The policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

CONFIDENTIALITY STATEMENT

Welsh Mountain Health Center employees will safeguard all confidential information and take reasonable measures to assure that information is used, accessed, modified, destroyed or disclosed only in an authorized fashion and in accordance with health center policies and procedures. Unauthorized access, use, modification or disclosure of confidential information is strictly prohibited and could result in disciplinary action. This applies to information in electronic as well as hard copy and/or printed formats.

Confidential information includes, but is not limited to

- Patient health care, financial and demographic data.
- Employment records, including compensation and performance data.
- Proprietary business information relating to the governance and operation of WMHC.
- Data protected by governmental, statute or regulations, such as HIV, mental health, drug or alcohol records.

User ID's and passwords assigned to gain access to WMHC's information systems are the equivalent of a legal signature. Users will be accountable for all work done under their designated user ID and password.

EMBRACING EXCELLENCE

1. **PROFESSIONALISM** - Whether directly or indirectly, I will work to support the delivery of an excellent experience to everyone served by the organization (customers and colleagues alike).
2. **ACCOUNTABILITY** - I will accept responsibility for the quality of care I provide, as well as how I represent the organization. I accept my individual and team responsibilities as we meet our commitments.
3. **RESPECTFUL COMMUNICATION** - I will communicate openly, honestly and without judgement while honoring each individual's uniqueness and assuming the best of those with whom I interact.

Initials: _____

Prepared By: MER
Updated: 04/23/2020

- 4. **TEAMWORK** - We are members of a diverse interdisciplinary team working together to meet a common goal. I will work in a cooperative and coordinated manner to fulfill our mission, vision and values.
- 5. **RESPECT** – I will honor diversity and individual dignity for the needs, talents and differences of others.

WMHC provides comprehensive, high quality primary health care to our patients regardless of ability to pay. As a Federally Qualified Health Center (FQHC) we provide health care to all member of our community, including low income, indigent and uninsured patients who may not otherwise be able to afford health care via traditional sources. We screen potential employees to ensure alignment with our core requirements followed by the requisite positional skills set. In doing so we need staff committed to this mission who do their best to live and work the characteristics of our core values as we strive to care for an ever-increasing amount of members of the communities we serve.

CORE VALUES

The Health Centers Mission, Vision and Value statements will guide every employee’s daily actions as well as provide the core expectations for our Standards of Behavior.

- Mission Statement
 - “To provide person focused, barrier free, quality healthcare to all”
- Vision Statement
 - A healthy community supported by accessible, equitable and compassionate integrated care.
- Values:
 - Compassion
 - Quality
 - Sustainability

SIGNATURE

This job description does not imply that these are the only duties performed. Employees occupying the position will be required to follow any other related instructions and to perform any other job related duties requested by their immediate supervisor. Employee signature below constitutes understanding of the requirements, essential functions and responsibilities of the position as well as the WMHC Standards of Conduct.

Employee: _____ Date: _____

Witness: _____ Date: _____

Initials: _____