



University System of Maryland Job Class Specification

TITLE: DENTAL ASSISTANT SPECIALIST
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: Q-319091

JOB CODE: N06DTS
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: DEN

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/96

JOB SUMMARY

Under general supervision by a licensed dentist, primarily performs chairside dental assisting requiring training and/or experience in a specialized area of dentistry. Work may be performed in one or more options which include Endodontics (END), Orthodontics (ORT), Prosthodontics (PRO), Pediatric Dentistry (PED), Advanced General Dentistry (AdGEN), Oral Surgery (ORAL), Periodontics (PER), and Special Patients (SPEC).

PRIMARY DUTIES

1. Assists in conventional procedures such as root canal fillings. Prepares for and assists in surgical procedures such as apicoectomies and retrofills. (END)
2. Prepares for and assists in the placement of orthodontic appliances. Prepares and fits ortho bands. Instructs patients in the proper care and use of appliances. Selects headgear. Places and removes arch wires. Places elastics and ligatures. (ORT)
3. Assists in complex fixed and removable restorative procedures including tooth preparation, impressions, and occlusal recordings. (PRO)
4. Assists in the preparation and filling of full, overdenture, and partial denture fabrication. (PRO)
5. Applies behavior modification skills during care delivery to pediatric patients. Assists in the preparation of orthodontic appliances, space maintenance, and stainless steel crowns. (PED)
6. Prepares for and assists in the delivery of complex dental care in a multi-provider setting involving periodontic and prosthodontic rehabilitation. (AdGEN)
7. Prepares patients and equipment for simple and complex extraction procedures, hard and soft tissue biopsies, and pre-prosthetic surgical procedures. (ORAL)

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8. Prepares patients and equipment for surgical procedures. Assists in gingivoplasty, osteoplasty, bone implants, and other surgical procedures. Replaces periodontal dressings. Removes sutures. Instructs patients in post-operative care. (PER)
9. Places various types of bite blocks. Places and applies physical restraints. (SPEC)
10. Sets up the armamentarium for oral, nitrous oxide analgesia, intramuscular, and intravenous conscious sedation. (SPEC)
11. Sets up armamentarium for phlebotomy including selection of the proper specimen container and notification of the laboratory. (SPEC)
12. Performs all the duties of a Dental Assistant II.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Four years as a Dental Assistant, one year of which must have been in the area of specialty applied for.

OTHER: 1. Certification by the Maryland State Board of Dental Examiners in Dental Radiation Technology.

2. Certification as a General Duty Dental Assistant by the Dental Assisting National Board or recognized by the Maryland State Board of Dental Examiners as a dental assistant qualified in general duties.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of the theory, principles, techniques, and practices of dental assisting. Skill in procedures using sit-down four-handed dentistry techniques; in the use of dental instruments and equipment. Ability to follow oral and written instructions; to communicate effectively orally and in writing; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college

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credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subjected to medical inquiries and/or medical examination to determine the ability to perform the job. Overtime, weekend, on-call, and shift work may be required in some positions. Employees in this job class must be CPR certified within the first twelve months of employment and must meet and maintain the requirements for current dental assisting. If applicable, employees must obtain certification in a specialty (e.g., Orthodontics) by the Dental Assisting National Board.