



University System of Maryland Job Class Specification

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

JOB CODE: N08DTP
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: DEN

APPROVED BY: Chancellor's Designee:
Donald Tynes, Director of Human Resources

EFFECTIVE DATE: 6/5/1997

JOB SUMMARY

Under general supervision, assists Program Director in the daily clinical and operational support of a dental education clinic to include providing chairside dental assistance; supervision and assignment of dental assistants, specialists and trainees; and participate on a limited basis, in instructional presentations.

PRIMARY DUTIES

1. Performs all of the duties of a Dental Assistant or Dental Assistant Specialist, as required.
2. Supervises dental assistants in the performance of duties related to the operation of a dental clinic or program. Assists the Program Director in establishing clinical priorities, assigning work, provides guidance and training, and evaluates performance.
3. Supports the implementation of policies for patient services, inventory control, and dental equipment maintenance.
4. Ensures compliance with Federal, State, and University rules and regulations including disease prevention and infection control.
5. Ensures the timely ordering of supplies, materials and equipment and monitors inventory levels, accounts and budgets.
6. Interfaces with dental manufacturing, supply, equipment and sales representatives as the School selects and purchases equipment, instruments and supplies required by clinic operations.
7. Contributes to the clinical coordination of patient, staff, faculty, student and resident schedules.
8. Assists in the orientation of dental students, residents, or faculty to clinical policies including the use of aseptic technique and the proper use and care of clinic operatories, instruments, and equipment.
9. Participates, on a limited basis, in didactic presentations

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related to dental assisting such as and four-handed sit-down dentistry and aseptic technique.

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: Five years as a dental assistant, two years of which must have been in the area of specialty or in training of dental students.

OTHER: QUALIFICATIONS: Qualification by the Maryland State Board of Dental Examiners in Dental Radiation Technology.

CERTIFICATION: Certification as a General Duty Dental Assistant by the Dental Assisting National Board.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

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

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 credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

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