



**Disability Services  
Safety and Claims Management**  
 Department of Executive Services  
 Human Resources Division  
 500 4<sup>th</sup> Avenue, Room 500  
 Seattle, WA 98104  
 (206) 477-3350  
 (206) 296-0514 FAX

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Dental Assistant		
Department:	Public Health	Division:	Community Health Services
DOT Title:	Dental Assistant	DOT #:	079.361-018
SVP:	6	Requestor:	Teresa Fager
Worksite Address:	4400 37 <sup>th</sup> Ave. South Seattle, WA 98118	Office Contact Name/ Phone/ Email:	Jane Simpson (206) 263-2152 jane.simpson@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 12/14/17
Update Analyst:			Update Date:

On-Site     Interview     Representative

**JOB DUTIES:**

**ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:**

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Job Specific Requirements:

- Act as a chairside assistant for restorative, oral surgery, endodontic, hygiene and other procedures as needed
- Take diagnostic quality intra-oral and extra-oral radiographs
- Provide child prophys. Apply dental sealants in clinical and community settings. Apply topical preventative agents
- Take and review patient medical and dental history and present relevant information to the Dentist
- Assist dentist with emergency procedures
- Educate patients in oral hygiene and anticipatory guidance health behaviors
- Maintain patient files and accurately document forms and medical record information
- Maintain operatories and dental spaces in good working order and insure compliance with OSHA/WISHA requirements
- Clean and sterilize dental instruments; Perform routine dental equipment maintenance (clinical and portable) and process repairs
- Maintain dental supply inventory and ordering
- Make patient reminder calls and follow up on missed appointments
- Schedule appointments, greet and reassure clients
- Complete client registrations, billing, and conduct follow-up with patients



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## EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

### MINIMUM QUALIFICATIONS:

- A Current registration as a Dental Assistant in the State of Washington.
- Completion of a recognized Dental Assistant course program or equivalent experience
- Working knowledge of methods and techniques used in dental assisting
- Working knowledge of terminology, materials, equipment and instruments used in dentistry.
- Working knowledge of dental radiograph techniques and principles
- Experience working with both in-person and telephonic interpreters in a clinical setting
- Demonstrated ability to effectively manage your own and patient schedules
- Demonstrated ability to work effectively as a member of a team
- Demonstrated ability to maintain patient files and other records in accordance with practice guidelines and applicable regulations
- Demonstrated ability to manage behavioral issues in a dental clinic setting
- Demonstrated ability to address conflict in a direct and professional manner
- Demonstrated ability to effectively interact with clients of diverse socio-economic and cultural backgrounds as well as the ability to work with clients for whom English is a second language

### DESIRABLE QUALIFICATIONS:

- Experience in a public/community health center or clinic setting desired.
- Experience with using EPIC patient management software systems to register, check in, check out, collect payments, and schedule clients.
- Applicants bilingual in English and Spanish highly desire
- Applicants bilingual in English and Arabic, Mandarin, or Cantonese desired.

### Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Portable dental equipment including, but not limited to patient light, patient dental chair, operator stool, dental unit, compressor, curing light, supply bins, etc. Also includes dental mirrors, sealant applicators, solution wells, evacuator tips, toothbrushes, trays, sterilizer, ultrasonic cleaner and papoose board (restraint board). Computer and electronic records database. Gloves, mask, eye protection and disposable gowns.

## PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	Days Per Week
		FLSA Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No

### Work Pattern (continued)

This job is considered LIGHT by the US Department of Labor, but adjusted to SEDENTARY for this position.



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Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		1-10				Up to 5 sec./time, 5 min. total while manipulating boxes of supplies (1-10 lbs.), multiple charts (1-2 lbs.) and a gallon of distilled water (8.5 lbs.).
<b>Lifting</b> waist–shoulder		1-10				Up to 5 sec./time, 5 min. total while manipulating boxes of supplies (1-10 lbs.), multiple charts (1-2 lbs.) and a gallon of distilled water (8.5 lbs.).
<b>Lifting</b> above shoulder		1				Up to 5 sec./time, 5 min. total while placing items on upper shelves such as bottles of rubbing alcohol and mouth wash; boxes of tissue and boxes of gloves (1 lb.).
<b>Carry</b> (Distance/Surface)		1-2				Up to 20'/time, 1 min. total while transporting multiple charts (1-2 lbs.), a gallon of distilled water (8.5 lbs.); transporting instruments (1-2 lbs.) between rooms, sterilization area and storage closet.
<b>Pushing/Pulling</b> (Distance/Surface)		5-6				Up to 5 sec./time, 1 min total while opening and closing doors and drawers.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting				X*		Up to 30 min./time, 4 hrs. total while assisting Dentist, performing procedures and charting/completing electronic records. *Can alt. sit/stand when charting.
Standing			X*			Up to 20 min./time, 2 hrs. total while conversing with patients in exam room/operatory, cleaning/prepping instruments and making trays. *Can alt. sit/stand when charting.
Walking				X		Up to 5 min./time, 5 hrs. total while traversing within the clinic; between operatory, waiting room, Dentist's office, supply area and deserialization area.
Perform Work on Ladders	X					
Climbing	X					
Balancing	X					
Stooping / Bending			X			Up to 5 min./time, 2.5 hrs. total while assisting Dentist with procedures and performing own procedures such as sealants and cleanings.
Twisting at Neck				X		Up to 1 min./time, 3 hrs. total while assisting Dentist with procedures, viewing monitors and performing own procedures such as sealants and cleanings.
Twisting at Waist				X		Up to 1 min./time, 3 hrs. total while assisting Dentist with procedures, viewing monitors and performing own procedures such as sealants and cleanings.
Squatting / Kneeling		X				Up to 5 sec./time, 1 min. total while accessing supplies in low cabinets.
Crawling	X					



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Reach waist to shoulder				X		Up to 30 min./time, 4 hrs. total while cleaning rooms, manipulating charts, cleaning instruments, assisting Dentist and performing procedures.
Reach above shoulder		X				Up to 1 min./time, 30 min. total while accessing/stocking supplies in upper cabinets, as well as manipulating procedure light.
Reach below waist		X				Up to 5 sec./time, 1 min. total while accessing supplies in low cabinets.
Keyboarding			X			Up to 5 min./time, 2 hrs. total while entering information in electronic dental records and performing email duties.
Wrist Flexion/Extension				X		Up to 30 min./time, 4 hrs. total while cleaning rooms, manipulating charts, cleaning instruments, assisting Dentist and performing procedures.
Handle/Grasp				X		Up to 10 min./time, 5 hrs. total while restraining patients on papoose board, cleaning instruments, assisting Dentist, processing x-rays, manipulating tools/supplies and cleaning/prepping rooms.
Forceful Grasp			X			Up to 10 min./time, 1 hr. total while restraining patients on papoose board; this happens approximately 2x week.
Fine Finger Manipulation					X	Up to 30 min./time, 6 hrs. total while cleaning instruments, assisting Dentist, processing x-rays, manipulating tools/supplies, cleaning/prepping rooms, performing computer duties and manipulating charts.
Hand Controls				X		Up to 1 min./time, 4 hrs. total while using instruments such as suction, air and water; computer mouse, x-ray machine and procedure light.
Foot Controls		X				Up to 5 sec./time, 5 min. total while operating adjustable examination chair.
Repetitive Motion			X			Body Part: Fingers/pinch grip      Cycles/hr: 100-200
Vibratory Tasks – High	X					
Vibratory Tasks – Low		X				Up to 5 min./time, 45 min. total while performing polishing duties.
Talking					X	Up to 5 min./time, 5-6 hrs. total while conversing with coworkers, Dentist and patients.
Hearing					X	Performing procedures and assisting Dentist.
Visual – Near Acuity					X	Performing procedures and assisting Dentist.
Visual – Far Acuity		X				
Visual – Depth Perception					X	Performing procedures and assisting Dentist.
Visual – Color Discrimination					X	Performing procedures and assisting Dentist.
Visual – Accommodation					X	Performing procedures and assisting Dentist.
Visual – Field of Vision					X	Performing procedures and assisting Dentist.
Exposure to Weather	X					
Extreme Cold	X					
Extreme Hot	X					



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Wet and / or Humidity		X				
Proximity to Moving Mechanical Parts					X	Drills and polishers.
Exposure to Explosives	X					
Atmospheric Conditions		X				
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals		X				Amalgam waste, developer fluid.
Exposure to Radiation		X				
Noise Intensity	<input type="checkbox"/> Very Quiet <input type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					May have a patient who screams.
Other:						

**Analyst's Comments:**

The employee may need to utilize a papoose board when restraining a child patient. They may need to hold the head of a child so that a procedure can be completed accordingly.





**King County**

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### Possible Employer Modifications:

### Update Comments (*if applicable*):

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.

### Analyst:

### Update (if applicable):

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

### Employer Verification:

### Employee Verification: (optional)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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### MEDICAL PROVIDER:

- I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: \_\_\_\_\_
- I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a  permanent basis or  temporary basis.
- The employee ***temporarily*** cannot perform this job based on the following physical limitations:

**Anticipated release date:** \_\_\_\_\_

**Treatment plan:** \_\_\_\_\_

- The employee is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

### Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physican
- PCE Therapist
- OT / PT Therapist
- PEP Physician