

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Dental Assistant (Community Based Oral Health Program)

JOB CLASSIFICATION Dental Assistant

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 079.361-018

DOT TITLE Dental Assistant

DEPARTMENT Public Health, Seattle & King County

DIVISION Community Health Services, Oral Health Program

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 2 in Community Based Oral Health Program

CONTACT'S NAME & TITLE Margret (Peg) Terp, Dental Hygienist Supervisor

CONTACT'S PHONE 206-296-4572

ADDRESS OF WORKSITE

1404 Central Ave South, Ste,
Kent, WA 98032

VRC NAME Kyle Pletz

DATE COMPLETED 5/29/08

VRC NAME Jeff Casem

DATE REVIEWED 9/11/09

WORK HOURS

8:00am-4:30pm, Monday through Friday.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Does not occur.

JOB DESCRIPTION

Works under the supervision of a Dental Hygienist in a variety of dental preparation and prevention procedures and other related duties as required in a community setting.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.

6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

- Completion of recognized Dental Assistant course.
- Current Washington State Dental Assistant Registration
- Washington State Driver's License or the ability to provide transportation to locations with limited or no public transportation service (some positions).
- Knowledge of the methods and techniques used in dental assisting.
- Knowledge of the terminology, materials, equipment and instruments used in dentistry.
- Knowledge of dental radiograph techniques and principles.
- Knowledge of the Washington State Dental Practice Act regarding duties that may be performed by dental assistants.
- Knowledge of public health practices and techniques and principles.
- Communication skills (oral and written).
- Skill in establishing relationships in a team setting involving dental personnel, clients, parents and school officials.
- Skill in learning and applying principles of early childhood education and prevention of oral disease.
- Skill in learning and accurately providing information on oral hygiene and the maintenance of oral health.
- Skill in performing basic chair-side dental assisting tasks.
- Skill in working with diverse populations, ages and cultures.

ESSENTIAL FUNCTIONS

Duties performed under the direct supervision of a Dental Hygienist:

1. Act as chair-side assistant; operate oral evacuation system.
2. Assist in the application of dental sealants in a community setting.
3. Assist Dental Hygienist with emergency procedures.
4. Perform other duties as allowed by the Washington State Dental Practice Act 18.32.
5. Transports, assemble and disassemble portable dental equipment.

Duties performed under general supervision:

1. Schedule community programs.
2. Complete client registrations and assist with billing.
3. Maintain portable equipment in good working order and ensure compliance with OSHA/WISHA requirements.
4. Assist in the training of individuals and/or groups in oral health.
5. Perform data entry and maintain statistical information.
6. Order dental and office supplies.
7. Provide dental referral sources over the phone as well as in person.
8. Provide presentations concerning dental sealant program to students, teachers and other personnel.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, mask, eye protections and disposable gowns.

OTHER TOOLS & 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.

Employee also uses paperwork/documents, bags/bins, educational materials, files, file cabinets/boxes, computer, fax, copier, phone, screening lights, general office supplies etc.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

Standing

Health Care Provider initials if restricted_____

Occasionally on flat tile, carpet, cement and linoleum surfaces for up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while performing classroom education presentation.

Walking

Health Care Provider initials if restricted_____

Occasionally on flat tile, carpet, cement and linoleum surfaces for distances of up to 200' for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while traversing to and from work sites and classrooms. The employee may have to traverse inclines and gravel on a rare occasion.

Sitting

Health Care Provider initials if restricted_____

Frequently on an automobile seat, office chair and portable operator stool for up to 1.5 hours at a time for up to 4-5 hours total in a work shift. Most commonly occurs while performing computer duties, data entry, chair-side assisting and office duties as well as driving to/from work locations.

Climbing stairs

Health Care Provider initials if restricted_____

Occasionally for up to 2 flights at a time for up to 4 round trips total in a work shift. Most commonly occurs while leading students between classrooms and the portable dental project area.

Climbing

Health Care Provider initials if restricted_____

Rarely on a County van to heights of up to 2 feet for up to 5 seconds at a time for up to 10 times total in a work shift. Most commonly occurs while climbing in and out of a County van (both driver's seat as well as the back to unload equipment).

Balancing

Health Care Provider initials if restricted_____

Occasionally for up to 30 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while transporting portable dental equipment in inclement weather such as ice and snow as well as across gravel and uneven ground.

Bending neck up

Health Care Provider initials if restricted_____

Rarely to Occasionally for up to 45 seconds at a time for up to 5-7 minutes total in a work shift. Most commonly occurs while placing sealants, looking up at equipment and coworkers.

Bending neck down

Health Care Provider initials if restricted_____

Frequently & Highly Repetitive for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while assisting in sealant placement as well as when manipulating dental equipment.

Bending/Stooping

Health Care Provider initials if restricted_____

Frequently & Highly Repetitive for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while assisting in sealant placement as well as when manipulating dental equipment.

Kneeling

Health Care Provider initials if restricted_____

Occasionally on surfaces for up to 1-2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while setting up dental equipment which includes plugging-in various pieces of portable dental equipment. The employee can alternate with squatting or bending/stooping in accordance with personal preference.

Squatting

Health Care Provider initials if restricted_____

Occasionally on surfaces for up to 1-2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while setting up portable dental equipment which includes plugging-in various pieces of dental equipment. The employee can alternate with kneeling or bending/stooping in accordance with personal preference.

Crawling

Health Care Provider initials if restricted_____

Occasionally on flat carpet, cement or linoleum surfaces for up to 1-2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while setting up dental equipment which includes plugging-in various pieces of dental equipment.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Frequently for up to 1.5 hours at a time for up to 3 hours total in a work shift while driving a County Van to and from work sites.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 45 seconds at a time for up to 5 minutes total in a work shift while adjusting patient light, placing/obtaining supplies, stringing equipment cords and rearranging spaces in order to set up portable dental equipment.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 1.5 hours at a time for up to 7.5 hours total in a work shift while passing instruments, typing, assisting in sealant placement, setting up trays, performing office duties driving and setting up portable dental equipment.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 2 hours total in a work shift while assisting in sealant placement as well as using lower file drawers and shelves.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 1-2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while setting up dental equipment which includes plugging in various pieces of portable dental equipment.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-10 pounds while manipulating gallon containers of apple juice (for rinsing), small dental equipment, patient light (8 pounds) dental supplies and paperwork bags.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-10 pounds while transporting gallon containers of apple juice (for rinsing), small dental equipment, patient light (8 pounds), dental supplies and paperwork bags to and from work sites.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 12-17 pounds while manipulating operator's stool (17 pounds), small bins (17 pounds) and exam box (12 pounds).

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 12-17 pounds while transporting operator's stool (17 pounds), small bins (17 pounds) and exam box (12 pounds) to and from work sites.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 22-40 pounds while manipulating compressors (37 pounds), patient chair (32 pounds), dental unit (22 pounds), electrical bin (40 pounds) and curing light (26 pounds). Objects are lifted on to a cart.

Carrying 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 22-40 pounds while transporting compressors (37 pounds), patient chair (32 pounds), dental unit (22 pounds), electrical bin (40 pounds) and curing light (26 pounds). Objects are placed on a cart. A cart is available to reduce carrying but some facilities require carrying due to no elevator or terrain a cart cannot traverse.

Pushing and Pulling

Health Care Provider initials if restricted_____

Occasionally with a force of up to 25 pounds for up to 5 minutes at a time for up to 45 minutes total in a work shift while manipulating a cart as well as moving bins and loading/unloading equipment.

Handling

Health Care Provider initials if restricted_____

Frequently & Highly Repetitive for up to 1.5 hours at a time for up to 5 hours total in a work shift while using vacuum for suction (5 minutes at a time) as well as manipulating bins, equipment, cart, steering wheel etc. Manipulation of dental equipment requires twisting of the wrist and static/awkward postures of the wrist.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Frequently for up to 1.5 hours at a time for up to 3 hours total in a work shift while driving a County van to and from work sites.

Fingering

Health Care Provider initials if restricted_____

Frequently & Highly Repetitive for up to 1.5 hours at a time for up to 3 hours total in a work shift while performing computer duties as well as manipulating documents and dental equipment.

Talking

Health Care Provider initials if restricted_____

Occasionally to Frequently on flat tile, carpet, cement and linoleum surfaces for up to 15 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing classroom education presentations. Also provides instruction during sealing placements and also talks on the phone.

Hearing

Health Care Provider initials if restricted_____

Continuously & Highly Repetitive for up to 15 minutes at a time for up to 5 hours total in a work shift while following instructions of the dental hygienist as well as listening for the timer of the curing light.

Seeing

Health Care Provider initials if restricted_____

Continuously & Highly Repetitive for up to 1.5 hours at a time for up to 7.5 hours total in a work while driving, performing data entry and assisting a dental Hygienist.

Working with Heightened Awareness

Health Care Provider initials if restricted_____

Continuously for up to 15 minutes at a time for up to 5 hours total in a work shift while assisting a Dental Hygienist who is performing procedures on children. The employee must be able to identify non verbal cues regarding the patient's well-being.

ENVIRONMENTAL FACTORS

Work is performed in a community (such as schools) and office setting. The employee works with and around portable dental equipment. The employee is exposed to children/general public on a frequent to continuous basis.

The noise level is

Approximately 70 decibels. The noise is caused by compressors.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Occasionally

Non-weather related temperatures below 55 degrees: Rare

Non-weather related temperatures above 75 degrees: Rare

Wet: Frequently

Humidity/dampness: Rare

Fumes: Occasionally

Odors: Occasionally

Dusts: Rare

Mists: Frequently

Vibration: Occasionally

Toxic or caustic chemicals: Occasionally

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

A cart to reduce carrying.

Lifting assistance is available when setting up and taking down mobile dental equipment.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, BA, VRC, Vocational Consultant
Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of contact

Signature of contact

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date