DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE Dental Assistant				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the supervision of the Supervising Dentist, Correctional Facility (CF), and/or Supervising Dental Assistant, CF, and the clinical direction of the Dentist, CF, the Dental Assistant, CF performs supportive dental procedures under the guidelines and regulations set forth by the Dental Board of California Dental Practice Act, and the California Department of Corrections and Rehabilitation (CDCR) Dental Program, Health Care Department Operations Manual (HCDOM), policies and procedures. The Dental Assistant, CF assists in the related work of a dental office, maintains order and supervises the conduct of the incarcerated and directs their duties, and protects and maintains the safety of persons and property.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS

45%	Assists the Dentist/Dental Hygienist, CF in all phases of dentistry by utilizing current concepts of fourhanded dentistry to increase productivity, reduce stress, and improve quality of dental care. Performs all pre-op and post-op clinical duties. Maintains instrument, equipment, and medicament control and security count and inventory before, during, and after each clinical procedure, prior to the patient's departure from the clinic and at the beginning and end of each shift to ensure safety and accountability. Utilizes safe needle/sharps handling and control; prepares and loads local anesthetic syringes; safely disposes of needles and local anesthetic carpules. Adheres to established State infection control guidelines, Occupational Safety and Health Administration standards, and Local Operating Procedures (LOP). Minimizes the possibility of occupational hazards and exposure to infectious and communicable diseases among patients and staff. Ensures that all CDCR dental forms (e.g., consent, health history, trust-withdrawal, co-payment, and refusal of treatment forms) and other relevant treatment documentation are available, completed, signed and organized for the Dentist, CF before and after each procedure. Verifies patient's identification prior to seating and draping of the patient. Takes and records vital signs (e.g., blood pressure, pulse rate, and respiration) and informs Dentist/Dental Hygienist, CF of vital signs prior to the start of each procedure. Mixes and assists with preparing various restorative and impression materials, waxes, and resin products. Keeps the Dentist/Dental Hygienist, CF apprised at all times of the status of the appointments. Plans, organizes, coordinates, and provides Oral Hygiene Instruction (OHI) to patients. Educates patients on the importance of proper oral hygiene (e.g., brushing and flossing techniques); informs patients of available dental services and how to access dental care; and takes equipment inventory and procures and monitors necessary dental supplies and equipment for presenting OHI. Documents OHI and plaque index (PI) scores in the patient's Electronic Unit Health Record (e-UHR) and provides additional OHI to patients with PI scores greater than 20 percent when requested to do so by the Dentist, CF. Reviews all incoming mainline patient e-UHRs for examination history and Dental Priority Classification (DPC) treatment timeframe compliance. Informs the Supervising Dentist, CF and/or designee of patients with DPC 1 or DPC 2 dental needs and informs the Office Technician (OT) of each incoming patient's DPC status and need for examination and/or treatment.
30%	Monitors the sterilization process by performing weekly spore tests. Mails spore tests to the laboratory for analysis and maintains a log with test dates and results of weekly analysis. Collects and disposes of noninfectious waste daily. Handles, tracks, and collects hazardous materials such as x-ray solutions, lead foil, and amalgam scraps for recycling or disposal. Properly disposes of biohazardous dental waste materials (e.g., extracted teeth, bone, tissue, blood-soaked gauze, used dental sharps). Tracks and properly stores flammable dental materials such as butane gas and alcohol. Cleans, disinfects, handles, pours, and trims dental impressions or models and prepares boxes for, mails, and tracks impressions or models used in the fabrication of dental appliances. If applicable to the institution's dental department operations, counts and ships contaminated laundry for cleaning. Counts, presoaks, cleans and decontaminates, rinses, dries, bags, wraps or packages, sterilizes, and properly stores all dental instruments, tools, and hand pieces. Follows the manufacturer's recommendations when using, cleaning, and maintaining dental vacuum systems; lubricates hand pieces before and after sterilization; and uses, cleans, and maintains dental sterilization units. Maintains a housekeeping log for equipment maintenance and infection control purposes.

20%	Maintains (e.g., stocks, restocks, orders, and inventories) dental supplies (e.g., local anesthetic, gauze, cotton rolls, filling materials, needles, patient bibs) and ensures sufficient amounts are readily available for the Dentist/Dental Hygienist, CF. Completes inventory sheets, requisition forms, and logs under the direction of the Dentist, CF and/or the Supervising Dental Assistant, CF and in accordance with LOP. Monitors expiration dates on all applicable dental materials. Maintains dental records, including Daily Dental Encounter Forms, appointment schedules, and organization of dental forms for the e-UHR. Hand-carries or electronically transmits stat orders to the pharmacy. Assists Dentist/Dental Hygienist, CF in the oral examination process including screenings and exams. Assists with post-treatment procedures (e.g., post-op instructions, prescriptions, chronos, lay-ins and OHI). Verifies complete instrument scribing to ensure proper identification prior to usage in the dental clinic. Ensures tool control inventories are up to date in all respective dental areas. Continually observes the dental clinic environment and corrects deficiencies as appropriate. Inspects premises to maintain a safe and secure working environment by utilizing various resources (i.e., various alarm systems) as dictated by departmental policy. Follows dental radiograph capturing and processing mandates and regulations. Captures, processes, mounts, and ensures that all radiographs are labeled with the date taken, patient name and number, date of birth, and facility name, or accesses digital radiographs when available. Uses barriers and disinfects all x-ray equipment after each use. Provides relief during absences/vacancies as required, to ensure continuity of dental treatment for chairside, back-office and self-care duties. Schedules appointments and tracks dental data as directed by the Supervising Dentist, CF or Dentist, CF in accordance with existing Dental Program policies and procedures. Ensures all health records and treatment forms are completed before returning them to Local Health Records or the OT. Retrieves, collects, and returns all health records of patients who have been scheduled and/or treated.
5%	Performs other related duties as required
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles and methods of sterilization; uses of the more common dental instruments, equipment, and materials; dental hygiene and prophylaxis; dental office procedure and principles of digital dental record keeping, including techniques used in dental radiography; and names or numbers of the teeth and various surfaces of the crown of the tooth. *Ability to:* Communicate effectively at a level required for successful job performance; identify the more common dental instruments, equipment, and materials; mix dental materials and prepare dental accessories; stand for long periods of time; analyze situations accurately and adopt an effective course of action; follow directions; and maintain effective working relationships with health care professionals and others. **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. **SPECIAL PHYSICAL CHARACTERISTICS** Persons appointed to this positions must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their

fellow employees or that of the incarcerated.

Persons must be able to meet the physical demands associated with the position. The requirements would include but not limited to the following:

- Lift and carry occasionally to frequently, up to 20 pounds.
- Sit and stand occasionally to frequently.
- Stoop, bend, kneel, reach, squat, climb, crawl, twist and stretch, occasionally to frequently.
- Ability to perform during stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Empathetic understanding of State correctional facility patients; willingness to work in a State correctional facility; emotional stability; patience; alertness; keenness of observation; and tact.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE