

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title: Dental Assistant**

**Class Code: 3052**

**Pay Grade: 408**

**GENERAL CLASS DESCRIPTION:**

Under general supervision, performs chairside duties in assistance of dental students, graduate students, and faculty providers. Carries out all functions which a registered dental assistant is legally certified to perform.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Cleans operatory and instrument maintenance.
2. Prepares operatory for daily treatments by coordinating proper tray set-ups (either setting themselves or using tray cards from dispensary) and any additional equipment necessary for the procedures to be performed.
3. Prepares patients for dental treatment, obtaining past medical history and other pertinent information from the patient or legal guardian. Assist with scheduling patients for follow-up appointments.
4. Assists operator chairside in four handed techniques. Including handoff of appropriate instruments and properly mixing materials.
5. Performs duties not involving direct patient contact. Sharpens instruments, performs minor maintenance of physical and digital equipment. Replenishes supplies in the operatory area.
6. Performs all duties assigned by dental students, graduate students or faculty, including duties involving direct patient contact such as bonding systems, cavity liners, bases, desensitizing agents, dry socket medication, Periodontal dressing and/or gingival retraction.
7. Responsible for lab duties such as bleach trays, custom trays, pouring of models, mouth guards and/or impressions for final appliances.
8. Post treatment duties: may assist in patient treatment coordination, post-procedure charges and charting under guidance of the provider.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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9. In select clinics, monitors patients under nitrous oxide but does not administer. Duties may include set-up and tear down of equipment.
10. Exposes and processes radiographs and also traces and records measurements for cephalometric x-rays. May also conduct CBCT scanning/imaging.
11. Trains dental students in concepts of Dental Auxiliary Utilization and participates in student feedback sessions. May also support training of Residents in DA techniques some areas
12. Assist in onboarding Dental Assistants in the methods used at the College of Dentistry and insures infection control compliance.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow written and oral instructions.
2. Ability to communicate effectively with others.
3. Knowledge of principles, methods and techniques of dental assistant work as instructed in CODA accredited educational programs.
4. Ability to work in close quarters with dental faculty and students while maintaining a positive environment for patients.
5. Ability to maintain a certificate of proficiency in dental radiography required by the Iowa Board of Dental Examiners.
6. Ability to operate necessary technology, machines, and instruments used in dental assistance duties.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Successful completion of a CODA accredited dental assistance program or one year full time equivalency in chairside assistant experience assisting in four-handed method of dentistry.
2. Must have a current certificate of registration to practice as a dental assistant issued by the Iowa Board of Dental Examiners. (QDA)
3. Must possess current Iowa certificate of proficiency in dental radiography. (QDA)
4. No additional work experience beyond the requirements for this position.
5. May require Expanded Functions (EF-1 and/or EF-2) based on specific needs assigned by provider.

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**REVISION EFFECTIVE: July 1, 2022**