

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#-

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency - Unit - Class - Serial) 435-214-9296-XXX
UNIT NAME AND CITY LOCATED Health Care Services, PVSP - Coalinga	CLASS TITLE Dental Assistant, CF
WORKING DAYS AND WORKING HOURS 8:00 a.m. to 4:30 p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 435-214-9296-XXX

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the general supervision of the Supervising Dentist, Correctional Facility (CF) and the clinical direction of the Dentist, CF, the Dental Assistant, CF performs supportive dental procedures under the guidelines and regulations of the California Board of Examiners and the California Department of Corrections and Rehabilitations regulations. Dental Assistant, CF duties shall include, but not be limited to, the maintenance of security procedures at all times, chairside and back office procedures, infection control, oral health and self care duties, radiographic, administrative, and auxiliary clinical duties.

% 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. <i>(Use additional sheet if necessary)</i>
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45%	<p>CLINICAL PROCEDURES:</p> <p>Assist and is available at chairside to the Dentist, CF, in all phases of Dentistry, utilizing the current concepts of fourhanded dentistry. Maintain attention and alertness to any change in the procedure; anticipate and/or modify the sequence of the instrumentation and medicament as required. Performs all pre-op and post-op clinical duties. Maintains instrument and material count, control, and inventory before, during and after each clinical procedure. Sets up all instruments and dental medicaments for each procedure; arrange dental materials, instruments, and equipment in the proper sequence of use; load and dispose needles and local anesthetic carpules; practice appropriate needle and sharps handling control. Ensure that all dental consent forms, health history, trust-withdrawal, co-payment, refusal of treatment, and other forms are complete and signed by inmate-patient before and after each procedure. Verify inmate-patient's identification prior to seating and draping of the patient. Take, record and inform Dentist, CF of vital signs (blood pressure, pulse rates, and respirations) prior to the start of each procedure. Mix and assist in the preparation of various restorative and impression materials, waxes and resin products. Ensure that all forms and required documentation are complete after each procedure; perform a security count of all equipment, instrument, and medicaments utilized during each procedure prior to the departure of the patient from the clinic. Keep the Dentist, CF, appraised at all times of the status of the appointments. Provide oral health self care training and education to inmates housed at the mainline institutions, and for all new arrivals. Organizes, plans, and coordinate the self-care training with the custodial and dental staff. Inventories and procure self-care dental supplies, and equipment necessary for self care presentation. Educate inmates in proper brushing and flossing techniques; dental services which are provided, plaque index, and how to access dental care. Monitor tracking and retraining inmate-patients who have plaque index greater than 20%. Coordinates, schedule, updates, monitors and tracks dental self-care sessions. Maintain a master institution log of inmate-patients who have completed and who are awaiting dental health and self-care instruction. Document self-care training in the inmate-patients Unit Health Record. Provides Certification completion of the training program. Records for emergency referrals to the clinic. If a designated duty and Retrieve, collect and return all Unit Health Records (UHR) of inmates. Review all incoming mainline inmate UHR for examination, self-care, dental priority compliance. Informs the Supervising Dentist and or designee of inmates in need of Priority 1 dental needs; informs the Office Technician of incoming inmates dental priority, and need for examination and/or self-care training.</p>
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15%	<p>INFECTION CONTROL PROCEDURES (ASEPSIS & STERILIZATION):</p> <p>Comply with the Dental Board and CDCR's dental infection control regulations and policies. Minimize and immediately report any occupational exposure. Use primary Personal Protection Equipment in the oral healthcare setting, including the appropriate use of gloves, surgical masks, protective eye wear, face shields, and protective clothing (e.g. gowns & jackets). Clean and disinfect clinical contact surfaces, dental unit surfaces, and counter tops between patients or protects the surfaces with impervious barriers. Replace barriers between patients. Clean and disinfect all surfaces at the end of the daily work activities. Flush the dental operatory water lines. Clean central vacuum system and unit traps each day; maintain a log. Count, presoak, clean and decontaminate, rinse, dry, bag, wrap or package, date, sterilize and properly store all dental instruments, tools and handpieces. Lubricate handpieces before and after sterilization. Follow the sterilization times, temperatures, and other operating parameters recommended by manufacturers. Clean sterilizer daily; monitor the sterilization process by weekly spore tests. Mail spore test to laboratory for analysis and maintain log. Collect and handle on a daily basis the disposal of infectious and noninfectious waste, sharps & containers, and trash. Handle, track, and collect for recycling hazardous materials such as x-ray solutions, x-ray film foil, and amalgam scraps. Track and properly store dental flammable materials such as butane gas and burning alcohol. Clean, disinfect, handle, pour, trim, prepare, box, mail and track impressions, models, and casts for the fabrication of dentures. <u>Count and ship contaminated laundry for cleaning if applicable to the local dental operation.</u></p>
15%	<p>MISCELLANEOUS CLINICAL PROCEDURES:</p> <p>Stock, maintain and inventory forms, materials and supplies in the dental operatory and satellite clinics, keep appropriate stocking logs. Keep stocking of cotton disposables (sterile gauze, cotton applicators & tips, cotton rolls) current. Hand-carry stat orders to the pharmacy, Registered Nurse or Medical Technical Assistant as appropriate to facilitate immediate delivery to the pharmacy. Assist dentist in the oral exam process including new arrival screenings and "over 50" exams (chart noted oral conditions; tally screening findings). Assist with post-dental procedures (post-op instructions, prescriptions, chronos, lay-ins and medication pass). Instruct inmates in proper dental hygiene care. Counts and organizes inventory tools to ensure complete safety and accountability. Ensures complete instrument scribing to ensure tool identification prior to usage in the dental clinic. Ensure up-to-date Tool Control Inventories in all respective dental areas. Forward the Dentist Daily Treatment Logs (RDTAL & DDTAL) to the dental Office Technician. Distill water for clinical use. Maintain log of utilized water and amount of water on hand. Observe continually the dental environment for deficiencies. Initiate effective action areas.</p>
10%	<p>RADIOGRAPHIC PROCEDURES:</p> <p>Follow dental radiography and film processing mandates and regulations. Wear x-ray dosimeter badge daily. Take, develop, mount, and label all x-ray films Disinfect x-ray tube after each use. Provide relief during absences/vacancies, as required, to ensure continuity of dental treatment for chairside, back-office, and self-care duties.</p>
10%	<p>CLERICAL/ADMINISTRATIVE PROCEDURES:</p> <p>Maintain inmate appointment scheduling, calendar, or ducat lists as directed by the Supervising Dentist or dentist in accordance with existing Inmate Dental Services Policy and Procedures. Ensure all chart and treatment forms are completed before returning them to the Unit Health Record (UHR) and then on to Medical Records at the close of each workday. Retrieve, collect and return all UHR of inmates scheduled for treatment, or in cases deemed an emergency. Perform other duties as required.</p>
5%	<p>INMATE SUPERVISION:</p> <p>Supervise directly inmates in the dental care delivery area and self-care presentation areas. Supervise inmates assigned as porters in the clinical area, where appropriate.</p>

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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 modern dental record keeping; techniques used in dental x-ray; and names 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 material 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.

DESIRABLE QUALIFICATIONS

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; alertness; keenness of observation; and tact.

Interpersonal Skills: Work independently or in a team setting. Demonstrate the ability to act independently, open-minded, flexibility, and tactfulness.

Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class 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 inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

I am aware and understand that confidentiality of the health record and its contents is a requirement in this classification. In signing this duty statement I certify that I will uphold the Title 22 rules and regulations regarding confidentiality. I have read and received a copy of this Duty Statement.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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This canvas will be used to fill other Dental Assistant Permanent Full Time and Limited Term Full Time vacancies in the Central Region. Please complete the attached locations sheet and return it with your application. Thank you.

DENTAL ASSISTANT, CF – CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

Name (PLEASE PRINT – FIRST, MI, LAST):

**PLEASE CHECK THE LOCATIONS IN WHICH YOU ARE WILLING TO WORK AT IN THE CENTRAL REGION.
RETURN THIS FORM ALONG WITH THE DOCUMENTS REQUESTED ON THE EMPLOYMENT INQUIRY
NOTICE.**

- AVENAL STATE PRISON (ASP)
Avenal, Kings County
- CALIFORNIA MEN’S COLONY (CMC)
San Luis Obispo, San Luis Obispo County
- CALIFORNIA STATE PRISON – CORCORAN (COR)
Corcoran, Kings County
- CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON (SATF)
Corcoran, Kings County
- CENTRAL CALIFORNIA WOMEN’S FACILITY (CCWF)
Chowchilla, Madera County
- CORRECTIONAL TRAINING FACILITY (CTF)
Soledad, Monterey County
- KERN VALLEY STATE PRISON (KVSP)
Delano, Kern County
- NORTH KERN STATE PRISON (NKSP)
Delano, Kern County
- PLEASANT VALLEY STATE PRISON (PVSP)
Coalinga, Fresno County
- SALINAS VALLEY STATE PRISON (SVSP)
Soledad, Monterey County
- VALLEY STATE PRISON (VSP)
Chowchilla, Madera, County



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

★ Adult Facilities

