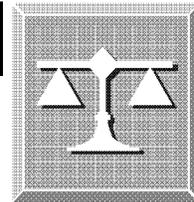


TS-29 September 1977

**General Schedule
Position Classification Standards**



WCPS-2 August 2002

**POSITION CLASSIFICATION
STANDARD
FOR
DENTAL ASSISTANT
SERIES, GS-0681**



**Workforce Compensation
and Performance Service**



Dental Assistant Series

GS-0681

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Dental Assistant Series

GS-0681

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SERIES DEFINITION

This series includes positions the duties of which are to receive and prepare patients for dental treatment; to prepare materials and equipment for use by the dentist; to assist a dentist at chairside or bedside in the treatment of patients; to perform reversible intra-oral procedures under the supervision of the dentist; to perform dental radiography work; and to keep records of appointments, examinations, treatments and supplies. This work requires a practical knowledge of standardized procedures and methods used in dentistry, and skill in the techniques and procedures of dental assistance.

This standard supersedes the standard for this series which was issued in August, 1966.

TITLES

Dental Aid applies to positions at grade GS-1. *Dental Assistant* applies to positions in this series, GS-2 and above, which involve primarily the provision of chairside assistance to a dentist, along with performance of other supportive duties. *Dental Assistant (Expanded Function)* applies to positions, GS-5 and above, which involve primarily the performance of reversible intra-oral procedures along with other supportive duties.

EXCLUSIONS

Excluded from this series are:

1. Positions which involve dental research or the professional practice of dentistry. (See the [Dental Officer Series, GS-0680.](#))
2. Positions which primarily involve responsibility for rendering prophylactic dental treatment and providing dental health education services. (See the [Dental Hygiene Series, GS-0682.](#))
3. Positions which involve work primarily in the construction or repair of dental prosthetic appliances, such as dentures and inlays on specifications of a dentist. (See the [Dental Laboratory Aid and Technician Series, GS-0683.](#))

OCCUPATIONAL INFORMATION

Dental Assistants and Dental Assistants (Expanded Function) perform a variety of supportive duties which facilitate the work of the dentist.

Dental Assistants may work in general dentistry or in a specialty field of dentistry such as periodontics or prosthodontics. They provide chairside assistance during treatment, provide patient services and perform clinic maintenance, recordkeeping and radiographic duties. Dental Assistants (Expanded Function) also performs these duties, but they are primarily concerned with the execution of reversible intra-oral procedures such as filling teeth prepared by dentist and applying topical agents prescribed by dentist. "Reversible" implies that procedures, in



the event that they are performed improperly may be readily undone or corrected by the dentist without harmful effects to the patient. Dental Assistants (Expanded Function) are typically utilized in a general dentistry setting.

- Clinic maintenance involves maintaining the dental station or operator (treatment area) in a clean, orderly and operating condition. This involves sorting and storing instruments, medications, linens and other supplies; maintaining supply levels; oiling and cleaning equipment such as handpieces and cavitron; cleaning and sterilizing instruments and materials; sharpening instruments; and disposing of used or soiled materials.
- The assistant is responsible for making preparations for each treatment. This involves having patient's record ready; laying out the necessary instruments, medications and materials in proper arrangement for use by the dentist; seating and draping patient; and, when required, explaining treatment procedures to patient, mixing materials for impressions and restorations, or assembling syringes for anesthesia. For certain patients or types of treatment, the assistant may obtain and record patient's blood pressure, temperature or pulse.
- At chairside, the assistant may participate in stand-up dentistry or four-handed sit-down dentistry, depending on dentist. Anticipating the dentist's need at each stage of the treatment procedure, the assistant provides the following services:

Passes instruments, medications and materials such as surgical dressings, syringes and a variety of material for impressions and restorations. The assistant employs proper techniques and dexterity in passing these materials to and retrieving them from the dentist.

Actively participates in the treatment procedure by retracting tissue, tongue and cheek; keeping area of operation clear and preventing build-up of saliva and oral debris in patient's mouth by using suction tip and oral evacuator; stabilizing tissue and clipping sutures in oral surgery; and applying force to chisel guided by dentist in the removal of impacted teeth.

Observes patient throughout treatment for signs of fainting, shock or other distress.

- In medical emergencies, e.g., fainting, shock or respiratory arrest, the assistant furnishes the dentist with first-aid and emergency materials. Typically, each station is equipped with emergency kits prepared for ready use. The assistant may also have to perform certain procedures until professional help is available, such as placing patient on back, stomach or other prescribed position, or applying an oxygen mask in some cases assistants may administer mouth-to-mouth resuscitation or artificial respiration until professional help arrives.
- Post-treatment patient services provided by assistant include cleaning patient's face and mouth; checking patient's general condition and assisting patient as needed; relaying instructions from dentist for post-treatment care such as application of hot or cold packs or medications.

- Radiographic duties involve the operation and adjustment of radiographic equipment (including Panorex); properly positioning the patient and film to take intra- and extra-oral radiographs; exposing the film; developing, fixing, washing and drying the film using automatic or manual methods; and care of radiographic equipment and materials. The assistant protects patient and self against the dangers of over-exposure to X-rays by using precautionary measures such as lead aprons and shields and X-ray badge.
- The assistant keeps records of appointments, examinations, treatments, and supplies.
- Typical laboratory support duties include pouring prosthodontic models from impressions; cleaning, and trimming models; boxing and waxing impressions; constructing custom impression trays; polishing dentures and prosthodontic appliances; and making bite rims.
- The performance of reversible intra-oral procedures is the primary function of Dental Assistants (Expanded Function). Intra-oral procedures do not include chairside assistance tasks performed in patient's mouth such as suctioning and retracting tissue as the dentist treats the patient. The purpose of the Dental Assistant (Expanded Function) in performing intra-oral procedures is to complete specific portions of the dental treatment not requiring the education and background of a licensed dentist and to free the dentist for work that does. Intra-oral procedures are performed by assistants only when assigned by the dentist.

Some intra-oral procedures may be performed by Dental Assistants as well as Dental Assistants (Expanded Function), e.g., taking preliminary impressions for study models, applying rubber dams to isolate a tooth or several teeth, removing sutures and removing periodontal dressings.

Procedures which are usually done only by Dental Assistants (Expanded Function) include restoring prepared teeth with permanent and temporary filling materials; removing temporary fillings; applying topical anesthetics, desensitizing agents and medications prescribed by the dentist; and adapting and cementing temporary crowns and bridges and space maintainers.

In some dental settings, only Dental Assistants are used. Dental Assistants (Expanded Function) normally work in teams consisting of several assistants under the supervision of a dentist. Teams may vary in size and composition, but are usually organized to make maximum use of available skills. Dental Assistants (Expanded Function) typically spend minimal time in chairside assisting. They obtain chairside assistance whenever performing intra-oral procedures which require it (e.g., restorations), just as the dentist,

The extent to which Dental Assistants and Dental Assistants (Expanded Function) perform intra-oral procedures and other services depends on the dentist's authority and willingness to delegate certain functions and the assistant's level of training and demonstrated competence. The dentist always bears final responsibility for the patient's welfare.

GRADING OF POSITIONS

This standard covers nonsupervisory positions GS-1 through GS-6. The absence of criteria for higher grades does not preclude classifying to a higher grade those positions which clearly exceed the GS-6 level when evaluated on a factor-by factor basis. Sound application of the principles governing the factor evaluation system should be used in classifying such positions.

Supervisory positions are not typical in this series. A dentist is usually the supervisor. If a position does have significant continuing supervisory responsibilities, it should be evaluated in accordance with the [General Schedule Supervisory Guide](#).

Positions should be evaluated on a factor-by-factor basis, using one or more of the comparable Civil Service Commission benchmarks or factor level descriptions, or both, for the Dental Assistant Series. Only the designated point values may be used. More complete instructions for evaluating positions are contained in the [Introduction to the Position Classification Standards](#).

GRADE CONVERSION TABLE

Total points on all evaluation factors are converted to GS grade as follows:

GS Grade	Point Range
1	190-250
2	255-450
3	455-650
4	655-850
5	855-1100
6	1105-1350

FACTOR LEVEL DESCRIPTIONS

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

This factor measures the nature and extent of information or facts which the dental assistant must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, principles, and concepts) and the nature and extend of the skills needed to apply those knowledges. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

Level 1-1 -- 50 points

- Knowledge of simple clinic maintenance procedures, as would be required to clear work areas of used material and to replace soiled linen.
- Ability to file in alphabetic or numeric order.
- Ability to follow specific instructions.

Level 1-2 -- 200 points

In addition to knowledges described in Level 1-1:

- Knowledge of procedures used in dental clinic for receiving, routing and scheduling patients, for ordering supplies and for requesting related services such as prosthodontic work from the dental laboratory or blood tests from medical laboratory.
- Knowledge of the use, care and storage of dental instruments, materials and equipment.
- Dexterity in passing dental instruments and materials and in manipulating suctioning and retraction apparatus in patient's mouth when assisting at chairside.
- Knowledge of sterilization techniques sufficient to sterilize dental instruments and materials.
- Sufficient knowledge of dental terminology and recordkeeping procedures to maintain records related to patients, supplies and recurring dental activities.

Level 1-3 -- 350 points

In addition to knowledges described in Level 1-2:

- Knowledge of the instruments, materials and standardized dental procedures used in the full variety of treatments provided in general dentistry or in one or more specialized field(s) of dentistry such as prosthodontics, endodontics, periodontics or oral surgery along with knowledge of related general dentistry procedures, to make preparations and provide chairside assistance.
- Knowledge of and skill in detecting signs of syncope, shock or other side reactions to dental treatment in patients.

AND/OR

In addition to the knowledges described in Level 1-2:

- Knowledge of dental anatomy and bony structure of face to take diagnostic dental radiographs.
- Skill in operating and adjusting dental a-ray equipment.

Level 1-4 -- 550 Points

In addition to the knowledges described in Level 1-3:

- Knowledge of dental anatomy, related oral anatomy, the technical methods and practices of dentistry and the working characteristics of dental instruments and materials sufficient to perform a variety of reversible intra-oral procedures, including restoration of teeth prepared by dentist.
- Knowledge of and ability to recognize common dental disorders and conditions such as tooth decay and inflammation of gingiva sufficient to perform as directed by dentist intra-oral procedures which treat these conditions.
- Skill and dexterity in performing intra-oral procedures.

FACTOR 2, SUPERVISORY CONTROLS

"Supervisory Controls" covers the nature and extent of direct or indirect controls exercised by the supervisor, the dental assistant's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined.

Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review, e.g., close and detailed review of each phase of the assignment; detailed review of the finished assignment; spot-check of finished work for accuracy; or review only for adherence to policy.

Level 2-1 -- 25 Points

Dental assistants receive specific assignments that are accompanied by clear, detailed, and specific instructions.

The employee works as instructed and consults with the supervisor as needed and on all matters not specifically covered in the original instructions or guidelines.

The work is closely controlled through the structured nature of the work itself, or through supervisory review of the work which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Level 2-2 - 125 points

The dentist or the supervisor provides continuing or individual assignments by indicating generally what is to be done, limitation, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The assistant uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult, assignments if the assistant has not previously performed similar assignments.

FACTOR 3, GUIDELINES

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used include, for example: desk manuals, established procedures and policies, traditional practices, and reference materials.

Individual jobs vary in the specificity, applicability and availability of the guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary.

Level 3-1 -- 25 points

Specific guidelines covering all important aspects of assignments are provided to assistant. Assistant works in strict adherence to the guidelines; deviations must be authorized by supervisor. Little or no judgment is required in selecting guidelines for application to individual cases. Most dental assistant positions are at this level.

Level 3-2 -- 125 points

Procedures for doing the work have been well established and a number of specific guidelines are available.

The number and similarity of guidelines and work situations, such as those encountered in assisting the dentist in the more difficult treatments (usually provided only in specialty practices), require the employee to use judgment in locating and selecting the most appropriate guidelines and procedures for application and in making minor deviations to adapt the guidelines to specific cases.

At this level the employee may also determine which of several established alternatives to use. For example, in completing the more complex and intricate intra-oral assignments, such as restoring grossly destroyed teeth and constructing and placing temporary crowns and bridges, the assistant may select from well established instruments and techniques.

Situations to which existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the dentist.

FACTOR 4, COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; and the difficulty and originality involved in performing the work.

Level 4-1 -- 25 points

Positions involve clearly defined or repetitive clinic maintenance and recordkeeping duties. Actions to be taken or responses to be made are readily discernible and quickly mastered.

Level 4-2 -- 75 points

The great majority of dental assistant positions are at this level. Performance of full chairside assistance or radiographic duties involve a variety of sequential steps and processes. In each case, the category of the particular task and consideration of readily verified factors determine what steps are to be taken.

Level 4-3 -- 150 points

Work at this level involves factors or elements which are not readily apparent or verified as in the next lower level. Employees must identify and analyze certain elements in carrying out assignments each time.

Included at this level is the performance of a variety of intra-oral procedures requiring identification and consideration of detailed aspects of the dental anatomy of each patient serviced, and careful detailed workmanship, e.g., restorations and construction and placement of temporary crowns and bridges.

Also included at this level of complexity is full assistance in a range of difficult treatments normally provided only in a specialty practice of dentistry. These treatments are usually lengthy and non-routine in nature. They involve a large array of specialized instruments, materials and techniques and require the assistant to make significantly greater preparation of materials, operator, and sometimes, the patient, than less difficult procedures often performed in general dentistry. The dentist requires closer assistance (e. g., tissue stabilization, retraction, suctioning, placement of materials) at chairside (or in the operating room) when performing the more difficult procedures. This requires the assistant to pay detailed attention and follow the dentist closely.

Examples of such treatments in the specialties include:

- Oral surgery: assistance to procedures performed in hospital operating room while patient is under general anesthesia, e.g., chin revisions, open reduction of fractures or glossectomies; or assistance to surgical procedures performed in dental clinic while patient is under intravenous sedation, e.g., excisional biopsies, cyst removal, treatment of bony impactions or removal of stones in salivary gland.
- Periodontics: assistance, for example, in treatment of advanced bone deterioration, gingival transplants, and root resection.
- Endodontics: assistance, for example, in root canal procedures involving posterior teeth which require multiple root canal therapy, and procedures such as root removal and filling of canal through root end.
- Prosthodontics: assistance in the fitting and placement of prosthodontic devices for cases involving, for example, extensive injury to the oral cavity, congenital abnormalities such as malformed jaw or cleft palate, or maxillo-facial prostheses.

FACTOR 5, SCOPE AND EFFECT

Scope and Effect covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization.

Effect measures such things whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture allowing consistent evaluations.

Level 5-1 -- 25 points

The work involves the performance of specific routine operations, such as recurring recordkeeping and clinic maintenance duties, that include a few separate tasks or procedures. The purpose of the work is to facilitate the work of the dentist or other dental assistants.

Level 5-2 -- 75 points

Recordkeeping, chairside assistance, and clinic maintenance duties together comprise a significant segment of total dental care services. In addition to facilitating the work of the dentist, performance of these duties affects the attitude of patients and the efficiency with which the dental clinic provides services.

Level 5-3 -- 150 points

Full performance of a number of complex intra-oral procedures, such as adaptation and placement of space maintainers and restoration of grossly decayed teeth prepared by dentist, relieves the dentist of many time consuming tasks necessary in the treatment of a variety of conditions. Highly developed skill in performing these procedures has a significant impact on the well-being of patients and the productivity of the clinic.

FACTOR 6, PERSONAL CONTACTS

This factor includes face-to-face contacts and telephone dialogue with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are covered under Factor 2, Supervisory Controls.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

The relationship of Factors 6 and 7 presumes that the same contacts will be evaluated for both factors. Therefore, use the personal contacts which serve as the basis for the level selected for Factor 7 as the basis for selecting a level for Factor 6.

Level 6-1 -- 10 points

Contacts are with other employees in the immediate unit. This level is most typical of trainee assistants performing mainly clinic maintenance and filing duties.

Level 6-2 -- 25 points

Contacts are with Patients and other employees within dental facility or hospital. Most dental assistant positions are at this level.

FACTOR 7, PURPOSE OF CONTACTS

Purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives. The personal contacts which serve as the basis for the level selected for this factor must be the same as the contacts which are the basis for the level selected for Factor 6.

Level 7-1 -- 20 points

Contacts are primarily for the purpose of giving or obtaining information. Patient contact may also include provision of limited services, such as seating and draping.

Level 7-2 -- 50 points

Contacts with other employees are for the purpose of coordinating work efforts as well as for exchanging information. In scheduling patients, assistants must frequently coordinate with medical personnel to assure that certain medical prerequisites for dental treatment are satisfied, with other dental assistants or dentists when patient load must be adjusted or for emergency appointments, and with dental laboratory technicians in order to set return appointments for prosthodontic patients. Patient contact is for scheduling appointments, providing and obtaining information, and making patients feel relaxed and comfortable.

At this level, the assistant may also exercise skill in motivating the patient to engage in preventive dental care practices by providing instruction including demonstrations in brushing and flossing techniques, explaining the common causes of tooth decay, and advising on general diet as related to dental care.

Most dental assistants positions are at this level.

Level 7-3 -- 120 points

Work involves regular and recurring contact with patients who are unusually difficult to service or communicate with because of such problems as lack of self-control, resistant behavior or impediments in ability to understand or follow instructions. The dental assistant is required to exercise skill in influencing and communicating with these patients. In some cases the patients may be mentally or physically ill or handicapped.

An example of this level is a dental assistant working in a psychiatric treatment facility who is required to assist dentist in securing patient's cooperation during treatment, in persuading patient to follow instructions from dentist, and in calming or controlling patients during episodes of erratic behavior. (NOTE: Positions involving working with psychiatric patients should not be automatically credited to this level, as many psychiatric patients are comparable to nonpsychiatric patients so far as dental treatment is involved.)

FACTOR 8, PHYSICAL DEMANDS

The "Physical Demands" factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., lifting, pushing, stooping, kneeling, crouching, crawling, or reaching). To some extent the frequency or intensity of physical exertion must also be considered, e.g., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing.

Level 8-1 -- 5 points

The work is sedentary, and typically, the assistant may sit comfortably to perform duties. Some walking, standing and carrying light packages may be required.

Level 8-2 -- 20 points

Most positions are at this level. Many dental assistants participate in four-handed sit-down dentistry, which requires regular and recurring backbending. Participation in stand-up dentistry, or performance of maintenance, laboratory or radiographic duties requires long periods of standing or walking.

FACTOR 9, WORK ENVIRONMENT

The "Work Environment" factor considers the risks and discomforts in the dental assistant's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques.

Level 9-1 -- 5 points

The type of work performed is in a clinic and office work environment which involves normal everyday risks and discomforts. No special safety precautions are required.

Level 9-2 -- 20 points

Work involves regular and recurring exposure to potential hazards of radiation in taking radiographs, of oral communicable diseases, and of burns and cuts when sterilizing and sharpening instruments. Eyeglasses and surgical masks may be used as protection against flying debris during treatments, and lead aprons and shields may be used as protection against radiation.

OPM BENCHMARK DESCRIPTIONS**DENTAL AID, GS-0681-01, BMK #1***Duties*

As a trainee performs filing and clinic maintenance duties in the dental clinic.

- Sorts and counts clearly marked packages and containers of dental supplies and materials.
- Files and retrieves patient records and radiographs alphabetically and numerically.
- Disposes of used materials.
- Delivers materials to dental laboratory and picks up finished work.
- Observes higher grade dental assistants in the performance of chairside assisting duties.

Factor 1. Knowledge Required by the Position - Level 1-1 -- 50 Points

- Knowledge of simple clinic maintenance procedures;
- Ability to file in alphabetic and numeric order;
- Ability to follow specific instructions.

Factor 2. Supervisory Controls - Level 2-1 -- 25 Points

All assignments are clearly defined and made with clear, specific, detailed instructions. The assistant works as instructed and consults with dentist or higher grade dental assistant on all matters not specifically covered in the original guidelines or instructions. The work is closely controlled through the structured nature of the work itself and through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Factor 3. Guidelines - Level 3-1 -- 25 Points

Specific detailed guidelines, usually provided verbally by dentist or higher grade assistant, cover all assigned tasks. The dental assistant strictly adheres to these guidelines without deviation unless authorized.

Factor 4. Complexity - Level 4-1 -- 25 Points

Clinic maintenance and filing tasks are clearly defined and are performed according to specific instructions. Actions to be taken or responses to be made are readily discernible.

Factor 5. Scope and Effect - Level 5-1 -- 25 Points

Performance of specific duties facilitates the work of the dentist and other dental assistants.

Factor 6. Personal Contacts - Level 6-1 -- 10 Points

Contacts are primarily with other employees within the dental facility.

Factor 7. Purpose of Contacts - Level 7-1 -- 20 Points

The purpose of contacts is to exchange information.

Factor 8. Physical Demands - Level 8-1 -- 5 Points

Typically, employee may sit comfortably to perform duties. Some walking, standing and carrying light packages are required.

Factor 9. Work Environment - Level 9-1 -- 5 Points

Simple clinic maintenance and filing duties are performed in a clinical and office work environment involving normal, everyday risks. No special safety precautions are required.

TOTAL POINTS 190

DENTAL ASSISTANT, GS-0681-02, BMK #1*Duties*

As a trainee, performs a variety of recordkeeping and clinic maintenance duties in the dental clinic.

- Cleans and oils dental equipment. Replaces and disposes of used materials.
- Cleans and sharpens instruments; sterilizes instruments using autoclave and dryclave techniques.
- Stores and keeps records of supplies in dental station. Notes when quantities fall below designated levels and prepares requisition forms.
- Receives patient and verifies appointment. Seats and drapes patient; locates patient's record.
- Prepares requisition forms for dental laboratory work.
- Records specific information on patient's record as dictated by dentist.
- Enters specific information on records related to recurring dental activities.
- Observes higher grade dental assistants providing chairside assistance. Performs the following tasks with higher grade assistant or dentist constantly acting as preceptor; passes instruments, arranges and mixes materials, operates oral evacuator, and retracts cheek and tongue.

Factor 1. Knowledge Required by the Position - Level 1-2 -- 200 Points

- Knowledge of procedures for receiving patients and ordering supplies;
- Knowledge of the use, care and storage of dental instruments, equipment and materials;
- Knowledge of sterilization techniques;

- Knowledge of basic dental terminology and recordkeeping procedures to properly enter information on patient records, to keep records of supplies, and to keep records of recurring activities, e.g. total number of patients treated and number of radiographs taken daily;

- Dexterity in passing instruments and materials, and in manipulating suctioning and retraction apparatus in patient's mouth when assisting at chairside.

Factor 2. Supervisory Controls - Level 2-1 -- 25 Points

All assignments are clearly defined and made with clear, specific, detailed instructions. The assistant works as instructed and consults with dentist or higher grade dental assistant on all matters not specifically covered in the original guidelines or instructions. The work is closely controlled through the structured nature of the work itself and through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Factor 3. Guidelines - Level 3-1 -- 25 Points

Specific guidelines and procedures exist for all assignments. Except for simpler, repetitive tasks such as filing or verifying appointments, the dentist or higher grade assistant usually provides detailed guidelines when task is assigned. Employee strictly adheres to these guidelines.

Factor 4. Complexity - Level 4-1 -- 25 Points

Assignments are repetitive or involve steps which are clearly defined. Actions to be taken or responses to be made are readily discernible, or employee requests assistance.

Factor 5. Scope and Effect - Level 5-1 -- 25 Points

Performance of specific duties facilitates the work of the dentist and other dental assistants.

Factor 6. Personal Contacts - Level 6-2 -- 25 Points

Contacts are with patients and other employees within dental facility.

Factor 7. Purpose of Contacts - Level 7-1 -- 20 Points

The purpose of contacts with other employees is to exchange information. Contacts with patients are to provide limited services and obtain information.

Factor 8. Physical Demands - Level 8-2 -- 20 Points

Duties require long periods of standing and walking.

Factor 9. Work Environment - Level 9-2 -- 20 Points

Work involves danger of exposure to patients having communicable diseases. Assistant must exercise caution to prevent cuts and burns in handling instruments.

TOTAL POINTS 385

DENTAL ASSISTANT, GS-0681-03, BMK #1

Duties

Performs clinic maintenance and recordkeeping duties, and provides chairside assistance to the dentist.

- Cleans, polishes and oils equipment.
- Cleans and sharpens instruments; sterilizes instruments using autoclave and dryclave techniques.
- Prepares sterile trays, packs, sutures, etc.
- Maintains a number of recurring reports, including those concerning patients, materials and equipment.
- Properly stores and maintains adequate supplies in dental station.
- Schedules and routes patients for services as required.
- Requisitions work from dental laboratory.
- Receives and prepares patients for treatment such as routine restoration. Lays out instruments and materials needed for treatment.
- Provides chairside assistance during oral examinations and restorative treatments: passes instruments and materials to and retrieves them from the dentist; operates oral evacuator and suction tip to keep area of operation clear; retracts tissue, cheek and tongue.
- Relays to patient post-treatment instructions from dentist.
- Completes processing of exposed radiographs and marks them with identifying information.

Factor 1. Knowledge Required by the Position - Level 1-2 -- 200 Points

- Knowledge of the instruments, materials and standardized dental procedures used for oral examinations and routine restorations to make preparations and provide chairside assistance.
- Knowledge of the use, care and storage of dental equipment, materials and instruments;
- Knowledge of sterilization techniques;
- Knowledge of procedures for receiving, routing, scheduling and dismissing patients, for ordering supplies and for requesting services from dental laboratory;
- Knowledge of procedures and materials for developing, fixing and drying radiographs;
- Dexterity in passing dental instruments and materials and in manipulating suctioning and retraction apparatus in patient's mouth when assisting at chairside;
- Knowledge of basic dental terminology and recordkeeping procedures to enter information on patient records, and keep records of supplies and recurring dental activities.

Factor 2. Supervisory Controls - Level 2-2 -- 125 Points

The dentist or supervisor provides individual assignments by indicating generally what is to be done, the quantity and quality expected, and priorities. The assistant uses initiative to carry out recurring clinic maintenance and recordkeeping assignments according to established instructions. Deviations not covered by instructions are referred to supervisor. The employee receives close guidance and review on the more difficult chairside assistance tasks, and on other more difficult or unusual tasks not previously performed. Generally, work is reviewed periodically upon completion for accuracy and compliance with instructions and established procedures. However, work requiring a high degree of accuracy, such as recording treatment information on patient records, is routinely reviewed by dentist on completion.

Factor 3. Guidelines - Level 3-1 -- 25 Points

Guidelines, consisting of hospital and clinic handbooks, memoranda and operating procedures, and manufacturer's instructions, are specific and cover all important aspects of assignments. The employee uses very little judgment in selecting guidelines for application to individual cases.

Factor 4. Complexity - 4-2 -- 75 Points

Duties involve a variety of sequential steps and processes which the assistant follows. In each case, the category of the particular task and consideration of readily verified factors determine what steps are to be taken.

Factor 5. Scope and Effect - Level 5-1 -- 25 Points

Performance of duties facilitates the work of dentists and other assistants.

Factor 6. Personal Contacts - Level 6-2 -- 25 Points

Contacts are with patients and other employees in dental facility.

Factor 7. Purpose of Contacts - Level 7-2 -- 50 Points

Contact with other employees is to coordinate in the scheduling of patients for dental services, and to exchange information. Contact with patients is to provide services, obtain and provide information, and make patient feel comfortable and relaxed.

Factor 8. Physical Demands - Level 8-2 -- 20 Points

Duties require long periods of standing and walking.

Factor 9. Work Environment - Level 9-2 -- 20 Points

Work involves danger of exposure to communicable diseases, and to cuts and burns in handling instruments. Assistant may use surgical mask and eyeglasses during treatments to protect against flying debris.

TOTAL POINTS 565

DENTAL ASSISTANT, GS-0681-04, BMK #1

Duties

Performs chairside assistance duties in all phases of restorative, prosthodontic, surgical, endodontic and periodontal treatment as provided in general dentistry. In addition, has clinic maintenance and recordkeeping responsibilities.

- Receives patients and schedules appointments.
- Records information related to medical history of patient; when required routes patient for medical tests and services.
- Charts examination and treatment information as relayed by dentist on patient records.
- Records information as directed by dentist on prescriptions and a variety of forms related to dental care for signature of dentist.
- Sterilizes instruments, materials and equipment; prepares surgical trays.
- Maintains dental equipment in a clean and operative condition; properly stores and maintains adequate levels of supplies.
- Prepares and arranges all instruments and materials needed for each treatment; prepares patient and operator.

- Assists dentist at chairside as anticipated or required in all phases of general dentistry. Passes instruments and materials to and retrieves them from the dentist; keeps area of operation clear using high speed evacuator, suction tip and irrigation; retracts tissue, tongue and cheek. In surgical procedures maintains aseptic condition, stabilizes tissue for dentist and cuts sutures. Keeps alert to condition of patient during treatment for signs of fainting, shock, or other distress.
- Relays to patient instructions from dentist for post-treatment care.
- Operates dental X-ray equipment to take intra and extra-oral radiographs; develops and finishes film.
- Maintains a variety of recurring reports related to dental activities.
- Pours and trims models from impressions; constructs custom impression trays, base plates and bite rims.

Factor 1. Knowledge Required by the Position - Level 1-3 -- 350 Points

- Knowledge of the instruments, materials and standardized dental procedures used in all phases of restorative, prosthodontic, oral surgical, endodontic and periodontal treatment provided in general dentistry to make preparations and provide chairside assistance;
- Knowledge of dental anatomy and bony structure of face to take diagnostic dental radiographs;
- Skill in operating and adjusting dental X-ray equipment;
- Knowledge of and skill in detecting signs of syncope, shock or other side reactions to dental treatment in patients.

Factor 2. Supervisory Controls - Level 2-2 -- 125 Points

The dentist provides individual assignments by indicating generally what is to be done, limitation, quality and quantity expected and priorities. Recurring clinic maintenance, laboratory, radiographic and recordkeeping duties are accomplished independently on employees own initiative according to established instructions, and recurring chairside assistance tasks are carried out without specific instructions. The employee is provided detailed instructions for new, difficult or unusual assignments, and receives advice on work methods and source materials for recurring assignments. Completed work is spot checked periodically for accuracy and compliance with instructions and established procedures. However, work requiring a high degree of accuracy, such as radiographs and recording treatment information, is routinely reviewed by dentist upon completion.

Factor 3. Guidelines - Level 3-1 -- 25 Points

Guidelines, consisting of hospital and clinic handbooks, memoranda and operating procedures, and manufacturer's instructions, are specific and cover all important aspects of assignments. The employee uses very little judgment in selecting guidelines for application to specific cases.

Factor 4. Complexity - Level 4-2 -- 75 Points

Performs a number of clinical support activities, including chairside assistance and radiographic work, which involve a variety of sequential steps and processes. In each case the category of the particular task and consideration of readily verified factors determine what steps are to be taken.

Factor 5. Scope and Effect - Level 5-2 -- 75 Points

Recordkeeping, chairside assistance, radio graphic and clinic maintenance duties together comprise a significant segment of total dental services. In addition to facilitating the work of the dentist, performance of these duties affects the attitude of patients and the efficiency with which the dental clinic provides services.

Factor 6. Personal Contacts - Level 6-2 -- 25 Points

Contacts are with patients and other employees in dental clinic and hospital.

Factor 7. Purpose of Contacts - Level 7-2 -- 50 Points

Contacts with other employees are to exchange information and coordinate services to be provided. Purpose of patient contacts is to provide services, reassurance and comfort, and to exchange information.

Factor 8. Physical Demands - Level 8-2 -- 20 Points

Long periods of bending, standing and walking are required.

Factor 9. Work Environment - Level 9-2 -- 20 Points

Work involves regular and recurring exposure to potential hazards of radiation and communicable diseases. Assistant may wear surgical mask and eyeglasses when assisting during some treatments to protect against flying debris, and uses lead apron and shield as protection against radiation.

TOTAL POINTS 765

DENTAL ASSISTANT, GS-0681-04, BMK #2*Duties*

Performs chairside assistance duties in all phases of restorative, prosthodontic, surgical, endodontic and periodontal treatment as provided in general dentistry. In addition, has clinic maintenance and recordkeeping responsibilities.

- Receives and routes patients, and schedules appointments.
- Records information related to medical history of patient; charts examination and treatment information as relayed by dentist.
- Maintains dental equipment in a clean and operative condition; properly stores and maintains adequate levels of supplies.
- Sterilizes instruments, materials and equipment; prepares surgical trays.
- Properly lays out all instruments and materials needed for each treatment; prepares patient and operatory.
- Obtains and records blood pressure and pulse of oral surgery patients before and after treatment.
- Assists dentist at chairside as anticipated or required in all phases of general dentistry, utilizing techniques for four-handed sit-down dentistry. Passes instruments and materials to and retrieves them from the dentist; keeps area of operation clear using high speed evacuator, suction tip and irrigation; retracts tissue, tongue and cheek. In surgical procedures maintains aseptic condition, stabilizes tissue for dentist and cuts sutures. Keeps alert to condition of patient during treatment for signs of fainting, shock or other distress.
- Performs the following intra-oral procedures as directed by dentist: takes preliminary impressions for study models, removes sutures, and places and removes rubber dams, periopacks and matrix bands and wedges.
- Relays dentist's instructions to patient for post-treatment care. Instructs patient in brushing and flossing techniques, care of prosthodontic appliances, and common causes of tooth decay.
- Operates dental X-ray equipment to take intra and extra-oral radiographs; develops and finishes film.
- Maintains a variety of recurring reports related to dental activities.
- Records information relayed by dentist on prescriptions and other forms for signature of dentist.
- Pours and trims models from impressions, and constructs custom impression trays.
- Aids in the training of trainee dental assistants and dental assistant-students from area community colleges. Demonstrates clinic maintenance, chairside assistance and radiographic duties regularly performed. Observes and advises trainees and students as they perform these duties.

Factor 1. Knowledge Required by the Position - Level 1-3 -- 350 Points

- Knowledge of the instruments, materials and standardized dental procedures used in all phases of restorative, prosthodontic, oral surgical, endodontic and periodontal treatment provided in general dentistry to make preparations and provide chairside assistance;
- Knowledge of dental anatomy and bony structure of face to take diagnostic dental radiographs;
- Skill in operating and adjusting dental X-ray equipment;
- Skill and dexterity in manipulating instruments and in placing materials in patient's mouth to perform intra-oral procedures such as suture removal and application of rubber dams.
- Knowledge of and skill in detecting signs of syncope, shock or other side reactions to dental treatment in patients.
- Sufficient knowledge of preventive dentistry measures to instruct patients in the common causes of decay and in oral hygiene practices, e.g., brushing and flossing.

Factor 2. Supervisory Controls - Level 2-2 -- 125 Points

The dentist provides individual assignments, including intra-oral procedures, by indicating generally what is to be done, limitations, quality and quantity expected, and priorities. Recurring clinic maintenance, laboratory, radiography and recordkeeping duties are accomplished independently on employee's own initiative according to established instructions and recurring chairside assistance tasks and carried out without specific instructions. The employee is provided detailed instructions for new, difficult or unusual assignments, and receives advice on work methods and source materials for recurring assignments. All intra-oral procedures and assignments requiring a high degree of accuracy, such as radiographs, are routinely reviewed by dentist on completion. Otherwise completed work is spot checked periodically for accuracy and compliance with instructions and established procedures.

Factor 3. Guidelines - Level 3-1 -- 25 Points

Guidelines, consisting of hospital and clinic handbooks, memoranda and operating procedures and manufacturer's instructions, are specific and cover all important aspects of assignments. The employee uses very little judgment in selecting guidelines for application to specific cases.

Factor 4. Complexity - Level 4-2 -- 75 Points

Performs a number of clinical support activities involving a variety of sequential steps and processes. In each case the category of a particular task and consideration of readily verified factors determine what steps are to be taken.

Factor 5. Scope and Effect - Level 5-2 -- 75 Points

Recordkeeping, chairside assistance, radiographic and clinic maintenance duties together comprise a significant segment of total dental care services. In addition to facilitating the work of the dentist, performance of these duties affects the attitude of patients and the efficiency with which the dental clinic provides services.

Factor 6. Personal Contacts - Level 6-2 -- 25 Points

Contacts are with patients, other employees in hospital, and student dental assistants.

Factor 7. Purpose of Contacts - Level 7-2 -- 50 Points

Contacts with other employees are to exchange information and coordinate services to be provided. Contacts with students and trainees are to demonstrate and explain dental assisting duties. Purpose of patient contacts is to provide services, reassurance and comfort, to exchange information, and to motivate patients to practice preventive dental care measures.

Factor 8. Physical Demands - Level 8-2 -- 20 Points

Long periods of bending, standing and walking are required.

Factor 9. Work Environment - Level 9-2 -- 20 Points

Work involves regular and recurring exposure to potential hazards of radiation and communicable diseases. Assistant may wear surgical mask and eyeglasses when assisting during treatments to protect against flying debris, and uses lead aprons and shields as protection against radiation.

TOTAL POINTS 765

DENTAL ASSISTANT, GS-0681-04, BMK #1

Duties

Performs full range of dental radiography work.

- Takes radiographs of outpatients and inpatients using one Panorex and one standard dental X-ray unit. Takes Panorex, periapical, occlusal, lateral, jaw, and extra-oral radiographs as required. In taking radiographs, correctly positions patients and film to achieve proper photographic angles.

- Develops, fixes, washes, and dries radiographic film, using either an automatic developing unit or one in which these four operations must be performed sequentially by hand.
- Maintains, cleans, and performs minor repairs on a X-ray equipment and materials. Prepares tanks daily, maintaining proper temperature for developing and fixing radiographs. Mixes new solutions, cleans out tanks, and changes old solutions periodically. Cleans and maintains X-ray area and darkroom.
- maintains a number of logs, reports, records, and files relating to radiographs taken.
- Occasionally performs other dental assistant duties, such as record-keeping and clinic maintenance tasks.

Factor 1. Knowledge Required by the Position - Level 1-3 -- 350 Points

- Knowledge of the equipment, materials, standardized procedures, and radiation safety precautions used in dental radiography.
- Knowledge and skill to operate, adjust, maintain, and clean dental X-ray equipment and materials. This includes skill in positioning patients and film to achieve proper angles for dental radiographs, and skill in developing and mounting radiographs.
- Knowledge of dental anatomy and bony structure of face to take diagnostic dental radiographs.

Factor 2. Supervisory Controls - Level 2-2 -- 125 Points

The clinic dentists provide some individual assignments by indicating when patients will come in to have radiographs taken. In other instances, patients appear without prior appointment to have radiographs taken; these patients are promptly dealt with by the assistant in order of arrival. The dentists indicate the kinds and number of radiographs they want taken, or standard views are taken in accordance with standing orders.

The assistant uses initiative in carrying out recurring radiographic and recordkeeping assignments independently without specific instructions. Dentists are available to help with deviations, problems, and unfamiliar situations.

The assistant's radiographic work is automatically reviewed for technical accuracy as a by-product of the dentist's examination of radio-graphs to determine patients' condition. Monthly and quarterly reports compiled by the assistant are reviewed by the supervisory dental assistant for accuracy and compliance with established procedures.

Factor 3. Guidelines - Level 3-1 -- 25 Points

Guidelines consist primarily of oral instructions, manufacturer's instructions concerning equipment operation and maintenance, handbooks on dental radiography, and standard operating procedures. Guidelines are specific and cover all important aspects of assignments.

Radiographic procedures are performed according to prescribed methods, and the assistant may not deviate without a dentist's authorization.

Factor 4. Complexity - Level 4-2 -- 75 Points

Performs radiographic and recordkeeping tasks involving several related sequential steps and processes. The category of the task being performed and consideration of readily verified factors determine what steps are to be taken.

Factor 5. Scope and Effect - Level 5-1 -- 25 Points

The work primarily involves performance of dental radiography duties, and facilitates the work of dentists.

Factor 6. Personal Contacts - Level 6-2 -- 25 Points

Contacts are with patients and other employees in the hospital.

Factor 7. Purpose of Contacts - Level 7-2 -- 50 Points

Contacts with other employees are to exchange information and coordinate services to be provided. Purpose of patient contacts is to provide prompt services, reassurance and comfort, and to exchange information.

Factor 8. Physical Demands - Level 8-2 -- 20 Points

Long periods of standing and walking are required, as well as considerable bending and stooping. Occasionally the incumbent must assist patients from wheelchairs or gurneys.

Factor 9. Work Environment - Level 9-2 -- 20 Points

Work is performed in X-ray area and darkroom and involves danger of exposure to radiation and communicable diseases. Assistant takes radiographs from behind protective screen.

TOTAL POINTS 715

DENTAL ASSISTANT, GS-0681-05, BMK #1*Duties*

Assists dentist in oral surgical procedures performed in hospital operating room and in the dental clinic. Also performs recordkeeping and clinic maintenance duties.

- Receives and schedules patients for treatment in dental clinic and operating room.
- Obtains and records information related to medical history of patient; routes patients for medical tests and services when required.
- Maintains dental equipment in a clean and operative condition.
- Orders and stores dental supplies.
- Cleans and sterilizes materials, instruments and equipment. Prepares sterile trays for a wide variety of surgical procedures.
- Makes preparations for oral surgery performed in hospital operating room or in dental clinic. Sets up instruments, equipment and materials or assures that they are present and properly arranged in operating room and in accordance with requirements for sterility. Sanitizes patient's face and drapes patient with sterile sheet and towels.
- Assists oral surgeon while patient is under general anesthesia or intravenous sedation in operations which include chin revisions, reduction of fractures, removal of stones in salivary gland, glossectomies and excisional biopsies. Anticipating the surgeon's need at each stage of operation, performs the following: passes instruments and materials to and retrieves them from the surgeon; illuminates field of surgery; retracts and stabilizes tissue; keeps field of surgery free of debris using irrigation solutions, suction tip and evacuator; applies hemostats to bleeding vessels, bends archbars and applies force to chisel; cuts sutures. Observes patient for signs of adverse reaction to treatment. Assists in monitoring patient by noting vital signs. Adheres to necessary aseptic precautions throughout treatment.
- Following surgery, irrigates surgical site, prepares surgical dressings, and removes contaminated instruments and materials using precautionary procedures.
- Packages tissue specimens and routes to pathological laboratory.
- Changes and removes surgical dressings, and removes sutures as directed.
- Provides chairside assistance in general dentistry when required, anticipating dentist's need for various instruments, materials and services.
- Relays to patient instructions from dentist for all types of posttreatment care including specialized instructions for post-surgery patients. Provides oral hygiene instruction in the common causes of decay, brushing and flossing techniques, and care of prosthodontic appliances.
- Records treatment and examination information on patient records; prepares consent forms for surgery and anesthesia; prepares prescriptions for signature of dentist.
- Operates dental X-ray equipment to take intra- and extra-oral radiographs. Develops and finishes film.
- Takes preliminary impressions; pours and trims models from impressions; constructs base plates and bite rims.

Factor 1. Knowledge Required by the Position - Level 1-3 -- 350 Points

- Knowledge of the instruments, materials and standardized dental procedures used in a wide variety of specialized oral surgery treatments along with related general dentistry procedures, to make preparations and provide chairside or surgical assistance.
- Knowledge of procedures for scheduling operations, obtaining operating room supplies, and removing used and contaminated materials from operating room.
- Knowledge of dental anatomy and bony structure of face to take diagnostic dental radiographs.
- Skill in operating and adjusting dental X-ray equipment.
- Knowledge of and skill to detect signs of syncope, shock or other side reactions to dental treatment in patients.
- Skill and dexterity in manipulating materials and instruments intraorally to remove sutures, change dressings and take impressions.
- Sufficient knowledge of preventive dentistry measures to instruct patients in the common causes of decay and in oral hygiene practices such as brushing and flossing.

Factor 2. Supervisory Controls - Level 2-2 -- 125 Points

The dentist provides individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The dentist provides additional specific instructions for new, difficult or unusual assignments, particularly those which involve assistance to operating room surgery.

The employee uses initiative in carrying out recurring clinic maintenance, recordkeeping and radiographic duties independently, and performs recurring chairside and surgical assistance tasks without specific instructions. Deviations, problems and unfamiliar situations not covered by instructions are referred to the dentist.

The dentist assures that work and methods used are technically accurate and in compliance with instructions or established procedures.

Factor 3. Guidelines - Level 3-2 -- 125 Points

Specific guidelines, including hospital and clinic memoranda, handbooks and operating procedures, manufacturer's instructions, and procedures and instructions applicable to a wide variety of specialized surgery treatments, are available. Employee uses judgment in selecting guidelines for application to specific surgery cases.

Factor 4. Complexity - Level 4-3 -- 150 Points

Oral surgery, such as open reduction of fractures and removal of stones in salivary gland, is usually lengthy (involving many steps and procedures) and involves a large array and variety of

specialized instruments and materials. The assistant must closely observe dentist performing these operations in areas which are frequently of low visibility and accessibility in order to recognize each stage of the procedure and furnish materials and services accurately and rapidly.

Factor 5. Scope and Effect - Level 5-2 -- 75 Points

Recordkeeping, receptionist, chairside and surgical assistance, radiographic and clinic maintenance duties together comprise a significant segment of total dental care services. In addition to facilitating the work of the dentist, performance of these duties affects the attitude of patients and the efficiency with which the dental clinic provides services.

Factor 6. Personal Contacts - Level 6-2 -- 25 Points

Contacts are with patients and other employees in hospital.

Factor 7. Purpose of Contacts - Level 7-2 - 50 Points

Contacts with other employees are to exchange information and coordinate patient services. Purpose of patient contact is to provide services, exchange information, comfort and reassure patient and to motivate patient to practice preventive oral hygiene measures.

Factor 8. Physical Demands - Level 8-2 -- 20 Points

Long periods of bending, standing and walking are required.

Factor 9. Work Environment - Level 9-2 -- 20 Points

Work involves regular and recurring exposure to potential hazards of radiation and communicable diseases. Assistant uses lead shields to protect against radiation and may wear face mask during treatment procedures.

TOTAL POINTS 940

DENTAL ASSISTANT (EXPANDED FUNCTION), GS-0681-05, BMK #2

Duties

Restores teeth prepared by dentist and performs other reversible intra-oral procedures. Provides chairside assistance and other supportive services in the dental clinic.

- Maintains supply levels and cleanliness of dental station; sterilizes instruments, materials and equipment.
- Assists patient in completing medical history statements. Records examination and treatment information as relayed by dentist.
- Instructs patient in preventive dental care: demonstrates brushing and flossing techniques and use of disclosing tablets; explains the common causes of decay and its relationship to general diet.
- Takes preliminary impressions for study models and modifies impression trays as needed. Pours and trims models from impressions. Constructs custom impression trays.
- Restores teeth prepared by dentist; places cavity bases and liners on prepared tooth; places matrix bands and wedges when required; places, condenses, carves and finishes simple amalgam restorations, such as those not requiring retentive pins or cusp replacement; places, compresses and finishes synthetic single-surface anterior restorations; places and contours temporary restorations.
- Applies rubber dam and places cotton rolls to isolate operative site.
- As directed by dentist removes sutures, applies topical anesthesia, desensitizing agents, medications and surgical gauze following extractions, and applies and removes periodontal dressings.
- Exposes and develops intra- and extra-oral radiographs.
- Provides chairside assistance, fully anticipating dentist's need for various instruments, materials and services.

Factor 1. Knowledge Required by the Position - Level 1-4 -- 550 Points

- Knowledge of dental anatomy, related oral anatomy, the technical methods and practices of dentistry, and the working characteristics of dental instruments and materials to perform a variety of intraoral procedures including restoration of teeth prepared by dentist.
- Knowledge of and ability to recognize common dental disorders and conditions such as inflamed tissue and tooth decay to perform as directed by dentist intra-oral procedures which treat these conditions.
- Skill and dexterity in performing intra-oral procedures.

Factor 2. Supervisory Controls - Level 2-1 -- 25 Points

The dentist assigns therapeutic and restorative intra-oral procedures with detailed instructions on materials and methods to use.

The assistant performs intra-oral procedures as instructed and consults with the dentist on all matters not specifically covered by instructions.

The dentist spot checks assistant's work progress in the performance of intra-oral procedures. Completed work is reviewed in detail for accuracy; adequacy and adherence to instructions and established procedures.

Factor 3. Guidelines - Level 3-1 -- 25 Points

Guidelines, consisting of hospital and clinic handbooks, memoranda and operating procedures, manufacturer's instructions and methods and procedures required to perform assigned intra-oral procedures, are very specific. The assistant uses very little judgment in selecting guidelines for application to individual cases. Guidelines are closely adhered to in the performance of duties and all deviations must be referred to dentist. Assignments allow little opportunity for employee to make choices.

Factor 4. Complexity - Level 4-3 -- 150 Points

Performs a variety of intra-oral procedures, including restorations, which require consideration of detailed aspects of each patient's dental anatomy to complete.

Factor 5. Scope and Effect - Level 5-2 -- 75 Points

Intra-oral procedures, chairside assistance and other clinical support duties together comprise a significant segment of total dental care services. Performance of these duties affects the attitude of patients, the efficiency with which the dental clinic provides services, and facilitates the work of the dentist. Intra-oral procedures also have an effect on the well-being of patients.

Factor 6. Personal Contacts - Level 6-2 -- 25 Points

Contacts are with patients and other employees in the hospital.

Factor 7. Purpose of Contacts - Level 7-2 -- 50 Points

Contacts with other employees are to exchange information and coordinate services to be provided to patients. Purpose of patient contact is to provide services, exchange information, reassure patient, and motivate patient to practice preventive dental care measures.

Factor 8. Physical Demands - Level 8-2 -- 20 Points

Long periods of standing, walking and bending are required.

Factor 9. Work Environment - Level 9-2 -- 20 Points

Work involves regular and recurring exposure to potential hazards of radiation and communicable diseases. Assistant uses lead shields for protection against radiation and may wear face masks during treatment procedures.

TOTAL POINTS 940

DENTAL ASSISTANT (EXPANDED FUNCTION), GS-0681-06, BMK #1*Duties*

Performs a wide range of reversible intra-oral dental procedures under the direction of the dentist.

- Restores teeth prepared by dentist with permanent and temporary fillings: places bases and liners; selects, adapts and places matrices to normal and abnormal teeth; places, condenses, carves, finishes and polishes amalgam restorations, including those involving grossly decayed teeth requiring cusp replacement and retentive pins; places, compresses and finishes synthetic restorations including multi-surfaced anterior restorations; places and contours temporary restorations.
- Supports dentist in endodontic treatments by applying rubber dam, removing temporary filling using low speed handpiece, and cleansing and drying operative field. After dentist treats patient, assistant irrigates tooth, applies prescribed medications and closes tooth with temporary filling.
- Takes preliminary impressions for study models, modifying impression tray as needed. Pours and trims models. Constructs custom impression trays.
- Retracts gingiva from tooth for final impressions by placing and removing retraction cord.
- Selects, adapts and seats stainless steel crowns; constructs and cements temporary acrylic crowns and bridges.
- Assists in surgical treatment by applying and removing periodontal and post-extraction dressings, and removing sutures.
- Instructs patient in preventive dental care measures, general nutrition as related to dental health, the common causes of tooth decay, and the care of prosthodontic appliances.
- Applies desensitizing agents, tissue conditioners and other topical agents prescribed by dentist to specified areas of the oral cavity.
- Operates dental X-ray equipment to take intra- and extra-oral radiographs.
- Provides chair side assistance, fully anticipating dentist's needs for various instruments, materials and services.

Factor 1. Knowledge Required by the Position - Level 1-4 -- 550 Points

- Knowledge of dental anatomy, related oral anatomy, the technical methods and practices of dentistry, and the working characteristics of dental instruments and materials sufficient to perform a wide variety of intra-oral procedures, including restoration of teeth prepared by dentist and adapting and seating stainless steel crowns.
- Knowledge of and ability to recognize common dental disorders and conditions such as tooth decay and inflamed tissue sufficient to perform as directed by dentist intra-oral procedures which treat these conditions.
- Skill and dexterity in performing intra-oral procedures.

Factor 2. Supervisory Controls - Level 2-2 -- 125 Points

The dentist provides individual assignments, including intra-oral procedures by indicating generally what is to be done, limitation, quality and quantity expected, and priorities. Therapeutic and restorative intraoral procedures are assigned with instructions on materials to use and problems to expect, which are based on the dentist's professional diagnosis. Additional instructions are provided for new, difficult or unusual assignments.

Intra-oral procedures are performed alone or with the chair side assistance of another dental assistant in accordance with established instructions and procedures. Deviations not covered by instructions are referred to dentist.

All intra-oral procedures are reviewed on completion for technical accuracy. Other recurring duties are reviewed periodically for accuracy and compliance with instructions and established procedures.

Factor 3. Guidelines - Level 3-2 -- 125 Points

The assistant may select from well-established instruments and techniques in completing the more complex intra-oral procedures such as constructing and placing temporary crowns and bridges, and restoring grossly destroyed teeth.

Factor 4. Complexity - Level 4-3 -- 150 Points

Performs a variety of intra-oral procedures involving many techniques and skilled, detailed workmanship to complete, e.g., amalgam restorations requiring cusp replacement or construction and placement of temporary crowns and bridges. In completing these intricate procedures the assistant must carefully consider detailed aspects of dental anatomy. The product of these procedures must be functionally compatible with the dental anatomy of each patient.

Factor 5. Scope and Effect - Level 5-3 -- 150 Points

Full performance of a number of complex intra-oral procedures such as restoration of grossly decayed teeth relieves the dentist of many time-consuming tasks which are necessary in the treatment of a variety of conditions. Highly developed skill in performing these procedures has a significant impact on the well-being of patients and the productivity of the clinic.

Factor 6. Personal Contacts - Level 6-2 -- 25 Points

Contacts are with patients and other employees in the hospital.

Factor 7. Purpose of Contacts - Level 7-2 -- 50 Points

Contacts with other employees are to exchange information and coordinate services to be provided to patients. Purpose of patient contacts is to provide services, exchange information, reassure patient, and motivate patient to practice preventive dental care measures.

Factor 8. Physical Demands - Level 8-2 -- 20 Points

Long periods of standing, walking and bending are required.

Factor 9. Work Environment - Level 9-2 -- 20 Points

Work involves danger of exposure to radiation and communicable diseases. Assistant uses lead shields to protect against radiation and may wear face masks during treatment procedures.

TOTAL POINTS 1215