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# Example of Registered Dental Assistant Job Description

Our growing company is looking to fill the role of registered dental assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for registered dental assistant

* Keeping the clinic well stock and organized with all the proper equipment and inventory needs
* Assist dentist in all chairside procedures as allowed under RDA licensing under California state law including, a) sizing and fabricating temporary crown and bridge, b) coronal polishing (RDA must first complete a Board approved course), c) application of pit and fissure sealants (RDA must first complete a Board approved course), d) take intraoral impressions for all non-prosthodontic appliances, e) chemically prepare teeth for bonding, f) take facebow transfers and bite registrations
* Correctly place and expose digital x-ray sensors ensuring complete capture of requested dentition
* The primary role of the Registered Dental Assistant (RDA) is to assist the dentist as necessary to gain the patient’s commitment for the best possible treatment with urgency
* At the direction of the dentist, obtain dental history and/or records from patient (review patient health history and careslips), instruct patients on postoperative and general oral health care, record patient charting and all doctor notes on treatment record
* Prepare tray setups for dental procedures, present instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices and sterilize and disinfect instruments, equipment, and operatories in accordance with the American Dental Association guidelines
* Escort patients to/from the front desk and introduce them to the Continuing Care Clerk
* Maintain adequate supply levels in each operatory, replenishing as needed, an appropriate professional appearance and demeanor in accordance with Company policy and strict compliance with State, Federal, and other regulations, (e.g., OSHA, WC, Dental Board, HIPAA, ADA, FEHA, DOL, HR policies and practices)
* Escort patients to/from the front desk and introduce them to other team members as appropriate
* To have a general understanding of the office operations

## Qualifications for registered dental assistant

* Possession of the legal requirements to practice as a Registered Dental Assistant as determined by the California Board of Dental Examiners and knowledge and abilities essential to the successful performance of the duties assigned to the position
* Must have two years of Dental Assisting experience in a busy group dental practice
* Current Dental Assistant License/Certificate within state of practice
* Successful completion of screening tests for the clinical specialty area(s) in which the Dental Assistant with a score of 80% or greater
* Current PPD or Chest X-Ray per Maxim Policy or Dental Assistants contract
* Must meet all of Maxim’s pre-employment screening requirements