STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/16/2016

This position is:
- ☒ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Health Services

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Dental Assistant	**b.** Classification No:	C6391
c. Effective Date:	May 16, 2016 or signed	**d.** Position No:	500025
e. Working Title:	Dental Assistant	**f.** Agency No:	29100
g. Section Title:		**h.** Budget Auth No:	
i. Employee Name		**j.** Repr Code	AAON

k. Work Location (City – County):

l. Supervisor Name (Optional):

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The program in which this position exists is the Health Services section of the Oregon Department of Corrections. The purpose of this program is to provide health care to inmates at each state institution operated by the Department of Corrections. State and federal laws have established that inmates are entitled to health care during incarceration. Health care services available to inmates must be consistent with health care provided in the community in order to meet the legal obligation the state has when persons are incarcerated. This means that all types and levels of health care must be provided in a clinically appropriate manner by properly credentialed professionals in settings equipped and designed for the delivery of health care. Health care includes medical, dental and psychiatric/mental health services.

The Health Services section is comprised of an administrative unit which sets policy and long term direction and a series of operational units representing the health care program at each facility or a division wide clinical service. The health care program at each of the correctional institutions operated by the Department is responsible for delivering health care to inmates consistent with policy established by the Section. The average daily population for whom the entire range of services must be available is over 14,500 inmates. The Health Services section employs over 500 health care personnel and manages a number of agreements with health care organizations in communities throughout Oregon and the surrounding states in order to deliver constitutionally adequate health care. The biennial budget for the Health Services section exceeds $200 million dollars.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Facilitate patient dental care by providing direct assistance to the dentist while performing chairside procedures and to assure instruments, supplies, and equipment are properly maintained and available for patient care.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% TIME	N/R/NC	E/NE	DUTIES
-	R	E	All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.
-	R	E	Dental assistants work directly under the state license of an assigned ODOC staff dentist, and they are required to follow the directives of the dentist at all times as they relate to patient dental treatment. Dentists and assistants work very closely and information regarding patient care must be actively and freely shared in an ongoing dialogue on a regular basis.
65%	R	E	Provides direct chairside assistance to the dentist during dental procedures; assures that chairside skills conform and are optimized to treatment methodology of the assigned dentist, assuring patient safety and maximizing clinic productivity - Frequent conversations regarding the dentist's chairside expectations may be required resulting in immediate procedure modifications on the part of the assistant.
15%	R	E	Manages dental materials, instruments, and equipment. Assures proper cleaning, disinfecting, and sterilization procedures for instruments and equipment. Assures adequate stock of dental materials with proper expiration dates. Maintains dental handpieces. Manages instrument inventory and security counts. Assures security is maintained over all instruments and equipment. Maintains dental burs as directed by assigned dentist. Prepares the dental operatory for patient treatment, assuring all infection control guidelines are followed; Assures proper instruments and supplies are set up in a neat and orderly fashion for specific dental procedures as directed by assigned dentist. Displays a working knowledge of all necessary dental materials. Coordinates maintenance and repair of equipment with DOC staff and contracted technicians. Conducts inventories; order tools and supplies as needed to assure adequate quantities available.

15%	R	E	Responds to written and verbal requests for treatment or coordinates response from provider. Assures treatment lists are accurate and current – Lists and other data may be kept in Microsoft word or excel formats, requiring the assistant to learn the applicable software. Schedules patients to be seen by providers. Assures information in the Inmate Health Plan (DOC 400) is accurate; reflects patients seen and treatments provided using appropriate predetermined dental abbreviations. Submits statistical data as directed by the provider. Coordinates with security staff to treat patients in isolated populations. Responds to requests for emergency treatment. Addresses questions from other DOC staff about dental treatment.
4%	NC	E	Exposing, processing, mounting and filing of dental radiographs, following accepted standards of practice.
<1%	R	E	Provide detailed oral hygiene instructions to dental patients
<1%	R	E	Participate in the development of continuous quality improvement (CQI) projects and makes recommendations to the appropriate program area for improvement or necessary change.
<1%	NC	E	Assist in control and supervision of inmates in immediate area, both patients and workers.
<1%	R	E	Other duties as assigned
			MINOR DUTIES: 1. Emergency assignment to assist security staff in times of inmate disturbance. 2. Maintain knowledge of, and perform work according to Department Rules, Policies and Procedures, institution rules and regulations, and Division policy and procedure. 3. Attend and participate in mandatory in-service training, according to Department standards.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Will be expected to share the mission, vision, and core values of the department; requires being a role model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others; must be able to acknowledge that everyone is capable of positive change; requires contact with inmates who may become violent; requires walking or standing for long periods, requires climbing and descending stairs; possible exposure to chemicals, radiation, communicable diseases or other hazards inherent in a health care and correctional setting. Supervision and control of inmates in an inherent responsibility.

You must have a valid driver's license and a good driving record or be able to provide an acceptable alternative method of transportation.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

- NCCHC Standards (National Commission on Correctional Health Care)
- Department of Corrections Administrative Rules, Policies and Procedures
- Professional Practice Acts (ORS)
- ORS on Patient Rights, Confidentiality
- Health Services Policies and Procedures, Institution Operating Procedures
- Desk Manuals

b. How are these guidelines used?

- Establish requirements for NCCHC compliance
- Establish oversight procedures and guidelines for dental assistant functions
- State laws governing dental assistant practice limitations
- Establish technical skill requirements necessary to perform duties as dental assistant.
- Institution security guidelines regarding management of equipment, supplies and instruments

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Other staff in institution	Phone / email / direct	Exchange information	Daily
Dental staff at other institutions	Phone / email / direct	Exchange information	As needed
Repair & service personnel (outside vendors)	Phone / email / direct	Routine maintenance & emergency repair of equipment	As needed
Central administration personnel	Phone / email / direct	Exchange information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

- Proper placement of film, exposure, and processing of dental x-ray images
- Deciding proper tools and materials to use for any given dental procedure
- Management of all dental instruments and equipment, to include cleaning, disinfection, sterilization, maintenance, ordering, and inventory
- Management and ordering of all dental materials
- Proper operatory set up prior to patient seating
- Anticipation of tools needed for hand-off to dentist during procedure.
- Proper retraction to ensure adequate field of vision for treating dentist
- Proper handling of air/water syringe tip and suction
- Proper posture and seating to allow for best field of vision
- Patient management decisions as it relates to scheduling and prioritization of treatment
- Decision on how to best interact with individual patients
- Proper written correspondence with patients and other DOC staff
- Anticipating needs of other staff in the dental office
  - All decisions will have a direct effect on the quality and safety of patient dental care. All decisions must be guided by the treatment methodology of the assigned treating dentist.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Medical services manager or designee	Various	1. Daily observation 2. General review of work completed 3. Use of work plans 4. Performance appraisals 5. Input from assigned dentist	Daily / On-site	1. Assure completion of job duties 2. Assure efficient use of time

ODOC staff dentist(s)	Various	1. Daily interaction and direct observation of work 2. Participate in the formulation of work plans 3. Review of work completed 4. Provide input regarding formal performance evaluations	Daily	1. Ensure chairside assisting skills meet the community standard and conform to the treatment methodology of the assigned dentist 2. Ensure proper management of dental instruments and equipment 3. Ensure patient correspondence and treatment scheduling meets the expectations of the assigned dentist.
Lead work dental assistant	Various	Only at locations where lead work is present: Daily interaction and direct observation of work Review of work completed	Daily	1. Transmit established standards of practice 2. Review work for conformance to standards 3. Provide informal assessment of workers performance to supervisor
Supervising Dentist A	Various	Direct observation of dental team (Dentist and Assistant)	As required	Assure overall dental care meets the community standard

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

Section 9 does not apply

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The person in this position works within a prison setting and is responsible for maintaining security and supervision of prisoners.

Must maintain Certificate of Radiological Proficiency.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

! Certificate of Radiological Proficiency
! CPR and First Aid Certificates
! Copy Machine
! X-ray equipment and processor
! Sterilizing equipment
! Telephone
! Valid Driver's License

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Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with a diverse background who are committed to the mission and values of the Department.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

N / A	

SECTION 11. ORGANIZATIONAL CHART

If required, attach a current organizational chart. Be sure the following information is shown on the chart for each position: Classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date
Appointing Authority Signature	Date		