

## EDITED KSA LISTING

### CLASS: Supervising Dental Assistant, Correctional Facility

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
K1.	Advanced knowledge of standard infection control protocols for dental instruments, equipment, and accessories (e.g. principles and methods of sterilization, disinfection, standard precautions, etc.) to ensure a safe work environment, minimize cross contamination, and provide a high level of infection control.
K2.	Advanced knowledge of daily preventive maintenance of dental instruments, equipment and accessories (oiling hand pieces, flush lines, etc.) to ensure proper functioning, increased longevity, and proper delivery of dental care.
K3.	<b>Intermediate knowledge of maintaining a sufficient inventory of dental supplies in the dental office/operator to ensure proper delivery of dental care.</b>
K4.	<b>Advanced knowledge of federal and state laws pertaining to the disposal of hazardous and bio-hazardous dental waste materials to ensure a safe work environment, minimize cross contamination, provide a high level of infection control, and to ensure proper delivery of dental care.</b>
K5.	Basic knowledge of equal employment opportunity regulations in hiring and employee development to comply with federal and state laws, and to ensure a safe work environment that is free from discrimination and harassment.
K6.	Basic knowledge of principles and practices of personnel management and effective supervisory skills in order to ensure the proper operation of the institution dental program.
K7.	Advanced knowledge of techniques used in dental radiography in compliance with federal and state regulations and to ensure a safe work environment, provide a high level of infection control and the proper delivery of dental care.
K8.	Intermediate knowledge of dental office administrative procedures and principles of dental office record keeping (e.g. inmate patient information confidentiality, appointment scheduling and tracking, inventory control, laboratory case tracking, injury and illness prevention program, disposal of hazardous and bio-hazardous dental waste, etc.) to ensure the efficient and timely delivery of dental care and to comply with federal and state laws.
K9.	Advanced knowledge of dental nomenclature in order to ensure proper delivery of dental care.

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#	Knowledge, Skill, Ability
<b>K10.</b>	Advanced knowledge regarding the nomenclature and utilization of dental instruments (e.g., explorer, cotton pliers, carvers, scalers, elevators, forceps, etc.) to effectively provide instrumentation for dental procedures.
<b>K11.</b>	Intermediate knowledge regarding the nomenclature and utilization of dental equipment (e.g., x-ray units, sterilizers, hand pieces, ultrasonic scalers, curing lights, amalgamators, etc.) to effectively assist in providing dental care.
<b>K12.</b>	Advanced knowledge regarding the nomenclature and utilization of dental materials (e.g., amalgams, composites, bases, cements, sealants, alginates, etc.) to effectively assist in providing dental care.
<b>K13.</b>	Advanced knowledge of dental self care (e.g., brushing, flossing, etc.) in order to educate the inmate patient population, and to promote and maintain optimal oral health.
<b>K14.</b>	Advanced knowledge of dental procedures (e.g., prophylaxis, restorative procedures, oral surgery, prosthetics, dental x-ray, etc.) to effectively assist the dentist in the delivery of dental care.
<b>K15.</b>	<b>Basic knowledge of federal and state laws pertaining to the practice of dentistry (e.g. HIPAA, California Dental Practice Act, etc.) to effect optimal oral health and ensure the delivery of appropriate dental care to inmate-patients.</b>

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	<b>Skill to:</b>
<b>S1.</b>	<b>Skill to maintain supervisory records, prepare reports and compose correspondence relative to work to effectively assist in providing dental care.</b>
<b>S2.</b>	<b>Skill to meet routinely with dental assistant staff to review and discuss overall clinic performance and issues pertaining to the delivery of dental care to inmate patients.</b>
<b>S3.</b>	<b>Skill to identify and evaluate the training needs of dental assistant(s) to assist in maintaining an efficient dental department.</b>
<b>S4</b>	<b>Skill to develop and provide training for dental assistants to assist in maintaining an efficient dental department.</b>
<b>S5.</b>	<b>Skill to coordinate quality assurance practices of dental assistants in dental clinic/office/department to effective assist in providing dental care.</b>
<b>S6.</b>	Skill to expose and process intraoral and dental panoramic radiographs under the direction of the dentist to effectively assist the dentist.
<b>S7.</b>	Skill to analyze situations accurately and adopt an effective course of action to provide dental care to inmates.
<b>S8.</b>	Skill to assist dentist at chairside utilizing principles of four-handed dentistry effectively assist the dentist.
<b>S9.</b>	Skill to identify and prepare dental instruments and equipment used in the dental clinic to have them readily available for dental procedures effectively assist the dentist...
<b>S10.</b>	Skill to communicate effectively at a level required for successful job performance.
<b>S11</b>	Skill to identify and prepare dental materials in order to effectively assist in dental procedures.
<b>S12.</b>	Skill to follow directions to successfully complete assigned duties.
<b>S13.</b>	Skill to maintain effective working relationships with health care professionals and others to be successful in achieving a common goal.
<b>S14.</b>	<b>Skill to treat inmate patients and co-workers respectfully in order to maintain a professional working environment.</b>
<b>S15.</b>	<b>Skill to keep records and make reports in order to effectively document necessary information required for successful patient care.</b>
<b>S16.</b>	Skill to handle dental instruments and materials carefully and dexterously to prevent injuries to oneself and others.

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S17.	<b>Skill to maintain a sufficient inventory of instruments, supplies, and accessories to ensure proper operation of the institution dental program</b>
S18.	<b>Skill to anticipate dentist's needs in order to expedite timely and efficient dental procedures.</b>
S19.	<b>Skill to safely handle and dispose of various chemicals in performing the duties required in the overall operation of the dental clinic to maintain a secure and safe working environment.</b>
S20.	<b>Skill to position radiographic films and sensors accurately and effectively to provide radiographs of diagnostic quality.</b>
S21.	<b>Skill to process radiographs correctly to provide radiographs of diagnostic quality.</b>
S22.	<b>Skill to mount radiographs properly to be used by the dentist.</b>
S23.	<b>Skill to operate a computer to successfully schedule and track inmate patient appointments and records.</b>

	Ability to:
A1.	Stand for long periods of time in order to provide continuous assistance to the dentist for lengthy dental procedures.
A2.	Handle dental instruments and materials with dexterity to prevent injuries to staff and inmate patients.

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	<b>Special Personal Characteristics:</b>
SPC1.	Empathetic understanding of inmate patients of a state correctional facility in order to develop a professional rapport.
SPC2.	Willingness to work in a state correctional facility in order to care for inmate patients.
SPC3.	Emotional stability to handle stressful situations.
SPC4.	Patience in dealing with inmate patients and co-workers.
SPC5.	Alertness and awareness of the correctional setting.
SPC6.	Keeness of observation in the correctional setting.
SPC7.	Tact in dealing with inmate patients and co-workers to maintain effective working relations.