



Role Specific Insights:

Dental Assistant



JOB DESCRIPTION

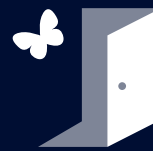
We are hiring a dental assistant for our busy dental practice. You will help with preparing patients, sterilizing instruments, setting up rooms, and some dental hygiene tasks. To do well in this role you should have a dental x-ray certification and provide a great level of patient care.

DENTAL ASSISTANT RESPONSIBILITIES:

- Preparing patients for dental work.
- Helping with infection control by sterilizing and disinfecting instruments, setting up instrument trays, preparing materials, and assisting with dental procedures.
- Assisting dentists in managing medical and dental emergencies when necessary.
- Assisting dental hygienists with procedures when necessary.
- Providing great patient care.
- Recording treatment information in patient records.
- Exposing dental x-rays from dental diagnostics and caring for dental x-ray equipment.
- Giving patients information on dental hygiene, oral health care, and plaque control programs.
- Collecting and recording medical and dental histories and patient vital signs.
- Providing postoperative instructions as directed by the dentist.
- Caring for dental equipment.
- Forming preliminary impressions for study casts and occlusal registrations for mounting study casts.
- Ordering dental supplies and maintaining dental equipment inventory.
- Fabricating temporary restorations and custom impressions from preliminary impressions.

DENTAL ASSISTANT REQUIREMENTS:

- Certification or associate degree in an accredited dental assisting program.
- Dental x-ray certification.
- High school diploma or equivalent.
- Completion of Dental Assisting Program or 5 years of on the job training.
- Experience using computers for a variety of tasks.
- Good written and verbal communication skills.
- Consistently professional appearance and attitude.
- Able to provide great patient care.



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CURRENT DEMAND

Market demand is very high for Dental Assistants. This provides a range of choices and a position of negotiation. All factors below should be considered and a strategic plan that meets your career and personal goals should be defined.

SIGNING BONUS:

Range: \$500 - \$1,000

COMPENSATION:

Salary - Hourly Rate: \$20-24/hour, average

RELOCATION:

Depends on practice owner, but you should ask if you have to relocate

BENEFITS:

50%+ of Practices offer Benefits

Health Benefits (Standard)

Medical, Dental, Vision

Health Benefits (Extended)

Life Insurance, Short-term, Long-term Disability, FMLA

Financial Benefits

Malpractice Insurance, Membership Dues, Retirement/401K and Match, Profit Sharing, Stock, Equity, Travel Expenses

PERFORMANCE REPETITIONS, EXPERIENCE AND CONFIDENCE

High performing Dental Assistants can anticipate the needs of the dentist before they have even thought about what the next step will be. A dental assistant with this type of insight is **INVALUABLE** to a dental team and will be highly rewarded in our network. This dental assistant can run two chairs by themselves all day long with support from the team when necessary. Dental assistants who can support two chair hygiene will also be highly regarded in our network as they support the maximum production of all the professionals. High performing dental assistants demonstrate the capability and/or experience to perform a full array of dental procedures with quality and speed. Clinical confidence and being a team player with the practice or group is a separation factor for hiring a Dental Assistant.

PRODUCTION AND COLLECTIONS:

A high performing Dental Assistant should be capable of collaborating with high-producing dentists at \$5,000+/day, and dental hygienists at \$2,000+/day. The type of patients, procedures and staff effectiveness will determine collections in relation to a dental associate's and dental hygienist's production. A well-coordinated dental team works collaboratively to ensure the practice goals are met on a daily basis.

TIME REQUIREMENTS:

Dental Assistant's typically work 5 days/week. Some work more and some work less. A high performing dental assistant will be paired with a dental provider and their days will coincide with the professional they are assigned to.

AREAS OF LEARNING AND IMPORTANCE:

Dental Assistants create more value when they are trained in specialized areas. This does not have to be a specialization in dentistry. It should include learning courses and repetitions that lead to the ability to support the completion of a comprehensive treatment plan with dental providers.

Role Roadmap

- 1 Dental Assistant – **CDA: Radiology, Infection Control & Assisting**
- 2 Dental Assistant – **EFDA: Restorative 25 hours of hands-on**
- 3 Dental Assistant – **DAANCE: Dental Anesthesia Monitoring**
- 4 Dental Assistant – **Phlebotomist**
- 5 **Each level above improves your hourly wage and value to a practice**

Ideal Fit Practice

- ★ Aligned on the number of days/weeks
- ★ Aligned on the number hours/day
- ★ Aligned on the production target/day with your professional
- ★ The practice has a minimum of 1500 patients/dentist
- ★ The patient mix that comprises your production includes fee for service and is not mostly comprised of Medicaid cases
- ★ The procedure mix that comprises your production is not primarily restorations and includes a majority of procedures focused on fixed and removable prosthodontics, endodontics and implants.
- ★ The dental team that surrounds you is collecting at 90%+ rate

PRACTICE RED FLAGS



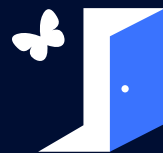
- Practices who **ask for production targets that are not achievable**
- Practices who **do not compensate you as defined above**
- Practices who **ask you to work additional time without compensation**
- Practices that **do not offer employee benefits**
- Practices that **do not invest in learning that improves your performance**
- Practices that **do not align with your strategic goals**

Candidate Do's

- ✓ Do have a polished, updated, and comprehensive resume ready when you are applying for a position
- ✓ Plan out your strategy for learning. DA school is just the beginning, and the profession requires you to be growing and learning every year after you graduate
- ✓ If you are meeting via Zoom, please make sure to dress up and have your camera on. A trial run with a friend to ensure your speaker and camera are working will help ease anxiety or an unexpected problem with your internet or computer.
- ✓ If you are meeting in person, show up 10-15 min early with your resume and portfolio in hand. Dress for success.
- ✓ After your meeting, send a thank you note to the team you met with. Make sure you have written down all their information so you can refer to specific comments made during your time together.

Candidate Dont's

- ✗ Don't wait until the last minute to set up your computer if you are doing a Zoom meeting.
- ✗ Don't stay on mute and do not keep your camera off. People want to interact with you. If they can't see you, you have already lost the job.
- ✗ Don't show up to an in-person meeting with scrubs from your day job. Take the time to change and freshen up.
- ✗ Don't be late for an interview. It sets the wrong precedence and impression of you.
- ✗ Do not take any phone calls or look at your phone during the interview process.



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