

## DIVISION SCOPE OF SERVICE

<b>Division:</b> CAPITAL
<b>Classification:</b> DENTAL ASSISTANT
<b>Applicant Name:</b>

  

<p><b>Dental Assistant:</b> The Dental Assistant must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p> <p><b>Definition of Care or Service:</b> The Dental Assistants functions as a member of the surgical team and may perform various duties to facilitate surgical cases. The Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Assists the dentist during the procedure</li> <li>• Prepares tray of instruments prior to procedure</li> <li>• Hand instruments and supplies to the dentist during procedure</li> <li>• Receives items after use and puts them where they will not contaminate clean items or surface</li> <li>• Ensures that the surgical field remains as clean as possible during a procedure</li> <li>• Keeps patients' mouths dry and clean by using suction or other devices</li> <li>• Sterilizes and disinfects instruments and equipment</li> <li>• Instruct patients on postoperative and general oral healthcare</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul> <p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Surgical services areas including but not limited to hospitals and outpatient surgery centers</li> </ul> <p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by dentist/surgeon</li> <li>• Indirect supervision by surgery department director, OR manager or designee</li> </ul> <p><b>Evaluator:</b> Surgical department director in conjunction with supervising dentist/physician or designee</p> <p><b>Tier Level:</b> 3</p> <p><b>eSAF Access Required:</b> Yes</p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• High School/GED or higher</li> <li>• Proof of <b>one</b> of the below: <ul style="list-style-type: none"> <li>○ Completion of an academic program in dental assisting</li> <li>○ Documented on-the-job training as a dental assistant</li> </ul> </li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p> <p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• One year as a Certified Dental Assistant</li> </ul>
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### **Competencies:**

The Dental Assistant will demonstrate:

- Basic aseptic technique
  - Applies surgical attire including scrubbing, gowning and gloving
  - Receives sterile equipment via circulating nurse using sterile technique
- Effective communication and interpersonal skills
  - Coordinates case preparation
  - Lays out instrumentation and supplies to treat patients
  - Transfers instruments and supplies to surgeon accurately
  - Anticipates surgeon needs
  - Assists with care of instruments at end of case
- Safe environment for patients
  - Uses at least two ways to identify patients before surgical case
  - Labels all medications and solutions on surgical field in procedural settings
  - Labels containers used for blood and specimens in the presence of the patient
  - Participates in the pre-procedure process to verify the correct procedure, for the correct patient, at the correct site/side and involves the patient in the verification process when possible.
  - Participates in a time-out immediately before the start of an invasive procedure.
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

### **References:**

A Guide to AHP Credentialing, Second Edition, 2004, Dental Assistant, pages 273-277  
American Dental Association, Dental Assistant, Job Description

### **Document Control:**

- Created 11/5/2015
- Revised-Cosmetic 4/21/2020

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_