

## Orthodontic Assistant

### Job Summary

The Orthodontic Assistant is responsible for providing hands-on support to the doctor during examinations and treatment, helping to facilitate smooth and exceptional patient care. The Orthodontic Assistant performs clinical and technical procedures under the supervision of the Orthodontist, manages the operatory and equipment, prepares the patient for treatment, and maintains awareness of the comfort and safety needs of patients. Additional lab, sterilization, and office responsibilities are outlined below.

### Clinical Duties

- Reviews patient's medical history, progress from the previous visit, if applicable, and the scheduled treatment plan with each patient.
- Provides customer service support to patients by escorting them to and from the treatment room and prepping them for care by the doctor.
- Records treatment information on the patient's chart, including treatment rendered, the type of treatment planned and the amount of chair time needed for next appointment.
- Assists the doctor by passing instruments, aspirating intra-oral fluids, mixing materials and medicaments during examinations or treatment.
- Takes impressions and scans for diagnostic and working models.
- Edits scans.
- Applies non-aerosol and non-caustic topical agents.
- Places and removes elastic orthodontic separators.
- Places and removes arch wires and ligature ties.
- Takes intra-oral measurements for orthodontic procedures.
- Sizes stainless steel crowns and bands.
- Performs temporary cementation and removal of temporary crowns and orthodontic bands.
- Removes cement excess from supragingival surfaces of teeth.
- Checks for loose orthodontic brackets and bands.
- Delivers adjusted retainers.
- Prepares all treatment rooms including, but not limited to, set-up, decontamination, sterilization of all instruments, cleaning and restocking.
- Ensures lights, units, and automatic processors are turned on prior to the first patient.
- Exposes, develops, and downloads X-rays.
- Cleans hand pieces, vacuum traps, and sharp instruments.
- Changes all chemical solutions, i.e., disinfectant soaks and sprays, sterilants, ultrasonic, presoak and X-ray processing.
- Helps manage and order supplies as needed.

## **Lab Duties**

- Manages 3D printer set-up, workflow, and printing.
- Prints patient models.
- Pours and trims patient models.
- Fabricates Essix retainers.
- Assists in the evaluation of fit and esthetics of appliances as needed.
- Arranges for repairs when necessary.
- Monitors incoming and outgoing lab cases.
- Ships and receives both inside and outside lab cases.
- Reviews and double-checks deliveries.
- Coordinates on appliance delivery dates.
- Helps manage inventory of required and necessary laboratory materials, instruments and equipment.
- Maintains cleanliness of the lab and sterilizing area.
- Maintains plaster trap and lab counter areas.
- Maintains lab equipment.
- Keeps lab area neat and orderly.
- Develops and maintains a daily and weekly maintenance schedule.

## **Sterilization & Other Office Duties**

- Removes all instruments and tools after use and processes them for sterilization.
- Assists in preparing trays and setting up for all procedures.
- Cleans and sets up for scheduled procedures.
- Scrubs autoclave instruments and sets up trays.
- Keeps sterilization area neat and orderly.
- Provides phone coverage as needed.
- Assists or performs administrative duties when needed.
- Manages general house cleaning tasks.

## **Education / Experience**

- High school diploma or equivalent
- Minimum of 3 years relevant experience in the dental profession

**\*Additional or different duties may be assigned occasionally at employer's discretion.\***