



Dental Assistant Career Ladder

In the state of Illinois, there is no certification requirement for Level I, and II Dental Assistants. Level III requires a Dental Assistant National Board (DANB) certification and Level IV requires DANB certification and certification to perform as an Expanded Function Dental Assistant. All level requirements are at the discretion of the organization.

Dental Assistant Level I

Qualifications:

- High School diploma or equivalent
- On-the-Job Training
- Completion of IPHCA Dental Assistant Program or DA Training Program

Job Duties:

- Answers patients' inquiries (on phone or in person), receives and seats patients, and prepares patient for exam/procedure.
- Dismisses patients, assisting them from office and procedure room, enters services rendered on patient's record, cleans operatory, and arranges next appointment.
- Recording treatment information in electronic patient records
- Arranges equipment, pre-tray setups, dental materials and supplies, and patients' records.
- Provide assistance during dental procedures by transferring instruments, manipulating dental materials, retracting and evacuating oral cavity, and assisting with sedation.
- Exposes digital and film-based dental radiographs under the direction of a dentist or dental X-ray technician, demonstrating all radiographic techniques and radiation protection.
- Perform simple laboratory procedures (such as pouring impressions, sterilizing instruments, and fabricating acrylic impression trays).
- Assist supervisor in the ordering, stocking, take inventory, distribution of supplies, ensures supplies and equipment are clean and put away after use.
- Communicate directly with patients; communicates in an appropriate and positive manner to guide and re-assure patients, as well as supports the patient care mission of the organization.
- performs other related duties as assigned.

Dental Assistant Level II

Qualifications:

- High School diploma or equivalent
- Any one of the following:
 - Six months of work experience as a Dental Assistant comparable to the job duties performed as a Dental Assistant Level I
 - Graduation from an accredited Dental Assistant School or Training Program
 - Current certification as a Certified Dental Assistant (CDA) by the Dental Assisting National Board (DANB)

Job Duties:

- Performs duties comparable to those associated with Dental Assistant Level I and other related duties as assigned.
- Reports on malfunctioning operatory or x-ray equipment to appropriate personnel, helps identify and report general maintenance problems in the clinic.
- Instructs dental assistant students in the techniques, theory, and practice of dental assisting.
- Instructs patients in proper oral hygiene, as directed.
- Prepares, organizes, and packs instruments and supplies.
- Takes, pours, trims, and polishes study casts and models.



Dental Assistant Level III

Qualifications:

- High School diploma or equivalent
- Two years of work experience as a Dental Assistant comparable to the job duties performed as a Dental Assistant Level II, including experience in four-handed dentistry
- Current certification as a Certified Dental Assistant (CDA) by the Dental Assisting National Board
- Completed Basic Life Support Certification

Job Duties:

- Performs duties comparable to those associated with Dental Assistant Level II and other related duties as assigned.
- Responsible for evaluating high levels of asepsis in the dental operatory before receiving, during treatment, and following dismissal of patients according to OSHA guidelines.
- Determines needs, orders, stores, and keeps inventory of supplies and equipment used in the clinic.
- Responsible for the maintenance and overall operating efficiency of equipment in the clinic.
- Supervises persons performing dental assisting activities, determining needs of the clinic schedule and assigning and evaluating work; may also assist in hiring new dental assistants.
- Expert in exposing digital and film-based dental radiographs and trains lower-level staff on technique under the direction of a dentist or dental X-ray technician.
- Instructs dental assistant students; evaluates their performance during the hands-on portion of the Dental Assistant Training.
- Oversees pre- and post-operative patient education (oral hygiene, maintenance, or prosthesis).
- Ensures equipment and supplies are available for laboratory cases and that laboratory cases are available.
- Ensures all instruments are sharpened as required.

Dental Assistant Level IV

Qualifications:

- High School diploma or equivalent
- Three years of supervisory work experience of persons performing specialty driven duties including four-handed dentistry
- Three years of work experience as a dental assistant comparable to the job duties performed as a Dental Assistant Level III
- Current certification as a Certified Dental Assistant (CDA) by the Dental Assisting National Board
- Completed Expanded Function Dental Assistant Training
- Completed Basic Life Support Certification

Job Duties:

- Performs duties comparable to those associated with Dental Assistant Level III and other related duties as assigned.
- Responsible for overseeing high level of asepsis in the dental operatory before receiving, during treatment, and following dismissal of patients according to OSHA guidelines.
- Directs and coordinates staff functions of the clinic with accountability for results produced; supervises or oversees significant operational program.
- Assists department leadership in establishing clinical best practices and implementing appropriate training as needed.
- Analyzes work requirements for staff of the clinic with responsibility for establishing guidelines and implementing actions necessary to effectively accomplish the work.
- Performs duties of an Expanded Function Dental Assistant.