

# Job Description for a Registered Dental Assistant (RDA) in Texas

## Position Summary

A Registered Dental Assistant (RDA) in Texas supports the dentist in providing high-quality oral healthcare by performing chairside assisting, patient care, and administrative duties. They must comply with Texas State Board of Dental Examiners (TSBDE) regulations and ensure patient safety and satisfaction.

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## Key Responsibilities

### 1. Clinical Duties

- Assist the dentist during examinations and procedures, including restorative, endodontic, and surgical treatments.
- Prepare treatment rooms by sterilizing and setting up instruments and equipment.
- Take and manage dental radiographs (X-rays) while adhering to radiation safety protocols.
- Perform expanded functions allowed under Texas law, such as:
  - Coronal polishing.
  - Sealant placement.
  - Temporary crown fabrication and cementation.
  - Monitoring nitrous oxide.
- Ensure infection control by adhering to OSHA standards and proper sterilization protocols.
- Educate patients on post-operative care and oral hygiene practices.

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### 2. Patient Care

- Greet and prepare patients for treatment, ensuring they feel comfortable and informed.
- Collect and record medical and dental histories accurately.
- Explain procedures and treatment plans to patients in a clear, reassuring manner.
- Assist with managing patient anxiety and discomfort during procedures.
- Provide every patient with the Thrive experience.

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### 3. Administrative Duties

- Schedule patient appointments and manage patient flow to ensure efficiency.

- Maintain accurate patient records and charting using dental practice management software.
- Assist with answering phone calls.
- Manage dental inventory and order supplies as needed.

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#### **4. Compliance and Continuing Education**

- Maintain an active RDA certification through the TSBDE, including required continuing education courses.
- Follow Texas state regulations, including HIPAA, OSHA, and TSBDE rules.
- Stay updated on new dental techniques, and technology.

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### **Qualifications**

#### **Education and Certification**

- Completion of an accredited dental assisting program or on-the-job training approved by the TSBDE.
- Active Texas RDA certification.
- Additional certifications as required by Texas law:
  - Nitrous oxide monitoring certification.
  - Radiology certification.
  - Coronal polishing certification.

#### **Skills and Abilities**

- Strong knowledge of dental terminology, instruments, and procedures.
- Proficiency in taking dental X-rays and managing dental software (e.g., opendental).
- Excellent communication and interpersonal skills for interacting with patients and team members.
- Attention to detail and organizational skills for maintaining accurate records and ensuring compliance.
- Ability to multitask and remain calm under pressure in a fast-paced environment.

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### **Work Environment and Physical Requirements**

- Work in a clinical setting with extended periods of standing, bending, and sitting.
- Ability to lift up to 25 pounds and perform repetitive tasks using hands and wrists.
- Exposure to patient saliva, blood, and other bodily fluids (PPE provided).