

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.

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).