



## **EFDA** (expanded functions dental auxiliary)

REPORTS TO: OFFICE MANAGER

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The primary function of the EFDA is to work in conjunction with the doctor to perform quality patient care according to the approved EFDA procedures with emphasis on quality, comfort, and speed.

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*The following is a list of responsibilities associated with the EFDA but is not exhaustive nor a complete, comprehensive list of the duties required and expected of the EFDA; additional duties may be assigned as needed.*

- Complete patient care as prepped by assigned Doctor
- Patient education and conversation
- Assist the Doctor as dental assistant as needed
- Complete dental treatment as diagnosed by assigned Doctor
- Equipment up keep and documentation
- Equipment sterilization
- Maintain clinic according to OSHA regulations
- Lab cases
- Patient education in regards to the benefits of additional treatments (e.g., soft tissue management processes, whitening options, products, etc.)
- Cleaning/breaking down rooms
- Any additional assistant duties that may be deemed necessary