

# DENTAL ASSISTANT SELF-EVALUATION FORM

Perform a candid self-evaluation of your personal performance to expectations. Everyone usually has a higher opinion of one's performance so it is important to be as objective as possible. Visit our website [www.vista-dental.com](http://www.vista-dental.com), and download a self-evaluation form (<http://bit.ly/2dX28pc>).



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**(1) NOT ACCEPTABLE**

Performance has consistently failed to meet requirements. Immediate corrective action should result

**(2) NEEDS IMPROVEMENT**

Performance meets some of the requirements but should be improved. Plans should be pursued to develop consistently effective performance.

**(3) MEETS EXPECTATIONS**

Performance has been satisfactory and fully meets requirements.

**(4) EXCEEDS EXPECTATIONS**

Performance has consistently gone beyond requirements.

JOB DUTIES & RESPONSIBILITY	JOB PERFORMANCE STANDARDS	RATING
<b>Clinical Skills &amp; Duties:</b>	1. Demonstrates a strong knowledge base of dental procedures and oral health issues.	
	2. Understands various needs and characteristics of various age groups and communicates effectively with them.	
<b>Patient Preparation:</b>	1. Anticipates equipment and instruments necessary for various procedures and plans ahead to ensure readiness of supplies.	
	2. Prepares rooms for treatment, according to procedure type and provider preference, prior to patient seating.	
	3. Escorts patients into operatories and makes them comfortable.	
	4. Prepares patient for treatment: explains schedule procedures, obtains written consent as indicated, and helps allay patient's fears.	
	5. Takes patient vital signs according to clinical policy, as requested.	
	6. Obtains Chief Concern(s) and documents appropriately (in patient's own words, if possible).	
	7. Anticipates necessary radiographs according to clinic policy.	
	8. Takes, develops and mounts quality radiographs to assure highest degree of diagnostic information with the least amount of exposure in accordance with State and Federal safety standards.	
	9. Maintains darkroom and all x-ray equipment and waste; checks and changes solutions on schedule.	
	10. Assesses patient's dental IQ. OH practices and areas of concern; documents assessment in chart.	
	11. Modifies OHI to be age appropriate and culturally sensitive in accordance with patient's physical, mental and socioeconomic abilities and limitations.	
	12. Provides clear, concise education to patients in understandable terms and to promote TOTAL health and well-being.	
	13. Charts neatly, accurately, and thoroughly; signs initials.	
	14. Assesses need for and performs coronal polishing in accordance with clinic policy.	
	15. Assesses need for and provides topical fluoride therapy in accordance with clinic policy.	
	16. Notifies dentist of any seated patients and relays information obtained from patient to dentist in a courteous and private manner.	
<b>Patient Treatment:</b>	1. Takes accurate impressions and records.	
	2. Pours and trims models safely and accurately.	
	3. Provides assistance with behavior management and N2O administration as instructed. Never leaves patient on N2O unattended.	
	4. Anticipates at chairside and passes instruments and supplies in a safe and timely manner.	
	5. Places and removes rubber dam safely and accurately.	
	6. Places temporary fillings as instructed by providers.	

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	7. Places retraction cord accurately and safely, ensuring adequate retraction and hemorrhage control with minimal tissue damage.	
	8. Places sealants safely, quickly and properly as instructed by providers.	
<b>Patient Dismissal:</b>	1. Provides patients with detailed verbal post-treatment instructions and written information as indicated.	
	2. Check to see if all necessary documents, radiographs, forms and signatures are complete and ATTACHED to patient's chart.	
	3. Cleans and sterilizes treatment room immediately after vacated to ensure prompt turnover.	
	4. Cleans, sterilizes and organizes own instruments and supplies.	
<b>Communication</b>	1. Asks for direction when unsure of job expectation.	
	2. Makes suggestions and addresses concerns in constructive manner.	
	3. Utilizes appropriate channels of communication in problem-solving and conflict resolution.	
	4. Communicates effectively and courteously to all staff.	
<b>Organization &amp; Time Management:</b>	1. Does not allow personal issues to interfere with workload; keeps social interaction with other staff to a minimum.	
	2. Takes and returns from breaks and lunch times in a timely manner.	
	3. Maintains a clean, orderly and professional work area.	
	4. Seeks out appropriate use of time during non-busy periods.	
<b>Safety/CQI:</b>	1. Ensures safe work environment and promotes accident prevention.	
	2. Utilizes cause for concern form to identify situation that have impact on care delivery, safety or customer service.	
<b>Work Ethic:</b>	1. Consistently demonstrates strict adherence to policies and procedures.	
	2. Takes responsibility for own actions and seeks to correct any mistakes.	
	3. Consistently reports to work on date and time scheduled.	
	4. Self-initiates and follows through on assignments in a timely manner.	
<b>Team Contribution:</b>	1. Participates in and supports team meetings, activities and/or problem solving.	
	2. Promotes positive team work and cohesiveness between all staff.	
	3. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinic system as a whole.	
	4. Acts as a resource, communication appropriate knowledge, skills and conduct.	
<b>Service Excellence:</b>	1. Maintains a high level of quality, accuracy and neatness in work performed.	
	2. Remains calm and tactful during stressful situations, emergencies, and confrontations.	
	3. Prioritizes customer service and customer satisfaction.	
	4. Demonstrates an awareness of and commitment to the goals and mission.	
<b>Professionalism</b>	1. Maintains appropriate personal boundaries with clients.	
	2. Accepts supervision and criticism in a constructive manner.	
	3. Maintains professional appearance appropriate for position.	
	4. Maintains organizational and patient confidentiality.	
	5. Demonstrates and ability to adapt to change.	
<b>Dental Office Economics:</b>	1. Monitors and controls supply inventories.	
	2. Keeps supply losses to a minimum.	
	3. Meets or reduces dental office supply budget.	
	4. Actively seeks to decrease operating costs by identifying quality, reasonably lower cost suppliers.	
	5. Stays abreast of new technologies that improve therapy, increase efficiencies or reduce operating costs.	

**NOTE:** Average score needs to be better than 186.

**TOTAL:**