JOB DESCRIPTION

POSITION TITLE: Dental Sterilization Technician

Position Summary:
A full time, non-exempt position responsible for sterilization, equipment maintenance and inventory control of dental instruments and supplies. The Dental Sterilization Technician is also responsible for assisting the dentist(s), dental assistant(s) and dental hygienist(s) in the direct provision of primary care dental services to patients of the center.

Reports to Dental Director & Staff Dentist

Essential Job Functions:

- Performs all functions in full compliance with the center’s and the Dental Department Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.
- Performs all functions related to decontamination, disinfection and sterilization of all instruments, equipment and clinical areas in the Dental Department.
- Insures the sterility of all reusable dental instruments and equipment in accordance with Dental Department directive and protocol.
- Operate and maintain equipment in the sterilization area and dental lab according to manufacturer’s recommendations.
- Work with other Zufall Health Center Departments as needed.
- Serve as a consultant and resource for other Zufall Health Center Departments as needed.
- Maintain record of equipment maintenance and instrument sterilization procedures.
- Decontaminate, disinfect and prepare the operatory for patient treatment as per Dental Department protocols and the dentist’s or dental hygienist’s directions.
- Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with Dental Department directive, center policy as well as state and federal regulation(s).
- Conducts routine safety testing of dental units including waterline testing.
- Responsible for personal compliance in full with all applicable federal, state, local and center rules, regulations, protocols and procedures including but not limited to the participation in the provision of clinical dental care, as well as work place safety, public health and confidentiality.
• Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or dental hygienist.
• Performs independent procedures as delegated and directed by the Dental Director in accordance with the state regulation and law and Dental Department directive and protocol.
• Maintains dental Department equipment in accordance with manufacturer’s directions and Dental Department policy and protocol.
• Maintains all Dental Department areas in compliance with Dental Department directives and protocols as well as center policies and procedures relative to infection control, exposure control and safety issues.
• Maintains adequate operatory supplies and compiles a list of individual item shortages for inventory control and ordering purposes.
• Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care of the Dental Department.
• Assist with various clinical and administrative functions of the center as appropriate.
• Participates in appropriate health promotion / disease prevention activities, both on-site and off-site as required.
• Travels when necessary to meet operational needs.
• As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
• Ensures proper coverage of auxiliary staff, when staff calls out sick, providing lunch and late coverage.
• Demonstrates and teaches new staff, students, interns and volunteers the use of equipment and proper dental protocol as it relates to safety and infection control.
• Works in patient in-take areas as needed.

Knowledge, Skills and Abilities

1. Requires a comprehensive knowledge of sterilization techniques and procedures for all phases of general dentistry. Knowledge of modern dental materials, their storage, handling and applications is desired. Completion of accredited course in central sterilization.
2. Ability to attend to multiple tasks at the same time and prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols. The Dental Sterilization Technician must be able to creatively work with other health care professionals from a variety of disciplines to achieve maximal results for the center’s patients.
3. Effective oral and written communication skills in English are required. Effective oral communication skills in Spanish preferred. The Dental Sterilization Technician must be cognizant of the expectations and concerns of the center’s dental patients and be able to respond in an empathetic and professional manner. The ability to work with persons from a wide diversity of social, ethnic and economic backgrounds is necessary.
4. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable disease, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.
5. Prolonged sitting or standing may be required. Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with dental sterilization in general practice dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols as well as the ability to utilize telephones, computer terminals and copiers is required.

**Education, Training and Experience**

1. High school diploma or GED certificate.
2. Certified Registered Central Sterilization Technician
3. Registered Dental Assistant preferred
4. Current CPR (BLS) required