



JOB DESCRIPTION

Position:	Dental Sterilization Technician
Department:	Dental Support
Reports to:	RDA Clinic Lead/Site Administrator/Dental Director
FLSA Status:	Non-Exempt Position
Grade:	3

GENERAL PURPOSE:

The Dental Sterilization Technician (DST) is under the supervision of the RDA Clinic Lead, and is responsible for keeping dental instruments clean, sanitized, organized and ready for use throughout the day. As well as set up/ breakdown of treatment rooms.

MAIN RESPONSIBILITIES AND DUTIES:

- 1) Ensures instruments are sterilized as soon as feasible when received into central sterilization.
- 2) Decontaminates and sterilizes instruments, dental supplies and equipment, and assembles, wraps and sterilizes trays of instruments.
- 3) Follows proper Standard Precautions while in decontamination and sterilization areas.
- 4) Monitors biological and chemical solution to ensure quality and consistency for decontamination of instruments and dental equipment.
- 5) Verifies that equipment functions properly.
- 6) Maintains a clean work area.
- 7) Maintains cleanliness and order of all areas of sterilization.
- 8) Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing, the dental treatment rooms, and in equipment storage areas.
- 9) Keeps accurate logs of spore testing.
- 10) Restocks, labels, and maintains inventory.
- 11) Uses the system to monitor and track instruments through sterilization.
- 12) Keeps the RDA Clinic Lead apprised of any issues or concerns with equipment, supplies or procedures related to sterilization.
- 13) Meets the needs and special requests of the providers with regard to instruments and hand pieces.
- 14) Maintains familiarity with and complies with OSHA standards.
- 15) Promotes effective working relations and works effectively as part of a team to facilitate the Dental Center's ability to meet goals and objectives.
- 16) Follows the Exposure Control Plans/Blood borne and Airborne Pathogens.
- 17) Maintains personal growth by attending all meetings and in-services.
- 18) Participates in CQI activities and staff meetings.
- 19) Flexibility to work at other Ampla Health sites as needed.

20) Performs other duties as assigned by supervisor.

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients, and all Ampla Health staff, Board of Directors and vendors.
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions.
- 3) Strives to learn more and is receptive to learning different ways of doing things.
- 4) Demonstrates the ability to understand the overall purpose of clinical care and importance of support staff.
- 5) Able to demonstrate judgment, patience, integrity, organization, and prioritization in multi-task environment.
- 6) Ability to multitask and follow directions in fast paced clinic environment.
- 7) Must be reliable and punctual
- 8) Displays enthusiasm toward the work and the mission of Ampla Health.

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Must have high school diploma or equivalent
- 2) Strong organizational and time management skills.
- 3) Excellent verbal and written communication skills.
- 4) Excellent interpersonal skills with the ability to communicate clearly and project a pleasant and professional demeanor.
- 5) Knowledge of dental processes and procedures preferred, but not required.
- 6) Conducting inspections of instruments and sterilization machines.
- 7) Ability to set priorities, recognize problems, inform appropriate person of problem and assist in problem resolution.
- 8) Ability to work in a fast paced environment.
- 9) Utilizes effective verbal and written communication skills

COMMUNICATIONS SKILLS

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public
- 4) Utilizes effective means to resolve conflict.
- 5) Demonstrate active and focused listening skills

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Works well with patients, co-worker and vendors in a generally comfortable environment office. Employee must possess the following physical requirements:

- 1) Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
- 2) Must have adequate vision to read memos, charts and other clinic documents
- 3) Must have high manual dexterity
- 4) Must be able to hear adequately
- 5) Must be able to reach above shoulder level to work. Must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting, turning
- 6) May be exposed to contagious/infectious diseases

EMPLOYEE
NAME(PRINT)

EMPLOYEE SIGNATURE

DATE