

JOB TITLE: RECOVERY ASSISTANT
DEPARTMENT: SURGERY
SUPERVISED BY: SURGICAL CLINIC COORDINATOR

Basic Qualifications

Education/Training: A high school diploma or equivalent; successful completion of a Washington State approved Dental Assistants Certification course or other education which meets state certification requirements and/or 1 year experience.

Skill(s): Proficient interpersonal relations and communicative skills; auditory and visual skills; ability to stoop, bend, stand, sit, reach and lift items weighing 50 pounds or less; ability to communicate technical information to a non-technical audience; moderate reading, writing, grammar skills; ability to work under stress; ability to think logically in following procedures and instructions; satisfactory completion of pre-employment drug screening.

General Responsibilities

Provide professional, friendly post-op care to patients; communicate effectively within the department, as well as, with other departments; assist the department supervisor with tasks to support the departmental operations.

Standard Requirements

1. Supports the Mission, Values and Vision of Dr. Daniel W Skinner, P.S.
2. Is knowledgeable of patient rights, and ensures an atmosphere which allows for the privacy and well being of all patients in a safe, secure environment.
3. Participates and cooperates in all procedures and programs involving:
 - a. Safety including universal precautions and safe work practices.
 - b. Confidentiality of all data, including patient, employee and financial data.
 - c. Compliance with all laws and policies that provide for a work place free from harassment and discrimination.
4. Participate and support a teamwork environment:
 - a. Communicate professionally and effectively with doctors and staff.
 - b. Work efficiently with all co-workers to achieve assigned duties with minimal supervision.
 - c. Follow up with Supervisor as assigned to address complaints and concerns.
 - d. Promote positive public relations with referring offices, patients and family members.
 - e. Meet required standards for acceptable attendance, flexible work shift, dress and uniform codes including personal hygiene.

Essential Job Duties

1. Assist doctor:
 - a. Provide proper prescriptions to patient.
 - b. Assist in escribing/DOCRX patient prescriptions.
 - c. Schedule one-week post-op appointment or other doctor requested post-ops.

2. Patient care:
 - a. Monitor patient vital signs (BP, pulse, oxygen saturation).
 - b. Monitor post-op bleeding and vomiting.
 - c. Change patient gauze.
 - d. Review post-op care and prescriptions with patient and escort and answer any questions regarding post-op care.
 - e. Document BP, pulse, O₂, proper anesthesia scoring, post-op instructions, post-op pain control pamphlet, IV site grading and release times to whom on anesthesia records.
 - f. Be familiar with Code Blue (medical emergency) protocol.
 - g. Be familiar with the various office forms and patient handouts.
 - h. Be thorough in gathering and communicating information to the business office staff, e.g. patient receipts, payments.
 - i. Review patient electronic chart and health history with patient, add pertinent medical information if necessary.
 - j. Place patient dressings to treat dry sockets.
 - k. Handle post-op calls and prescription inquiries and requests.
 - l. Be efficient with chair time and follow through to completion of task.
 - m. Be familiar with office fees and complete electronic encounter forms for patient's charges and future treatment estimates.
3. Maintain safety standards:
 - a. Use universal precautions in disinfecting recovery room after each patient.
 - b. Green soap assigned rooms/areas.
 - c. Clean and sterilize equipment.
 - d. Clean and stock recovery room.
 - e. Stock supplies, know where supplies are kept and notify purchaser when supplies are low.

Other Duties

1. Any other duties assigned.

Equipment machines used in the performance of this job

The employee must maintain skills necessary to safely and efficiently operate the following equipment and machines used in the performance of this job:

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| 1. Blood Pressure Monitor | 6. Surgical Instruments |
| 2. Pulse Oximeter | 7. Autoclave |
| 3. Wall Oxygen System/Portable Oxygen Canisters | 8. Intra Oral Scanner |
| 4. Digital Panorex, Cephalometric & Periapical | 9. Ultrasonic |
| 5. Cone Beam Scan | 10. Computer workstation |