

JOB TITLE: SURGICAL ASSISTANT
DEPARTMENT: SURGERY
SUPERVISED BY: SURGICAL CLINIC COORDINATORS

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, and current dental assistant registration in Washington State.

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 care to patients; assist doctors with patient exams and surgeries, anticipating each doctor's needs; 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 OMAX Oral & Maxillofacial Surgery.
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 doctors:
 - a. In patient exams, locals, and IV's.
 - b. In taking patient photos, documenting patient's name, date, doctor, etc. in each respective photo log book.

- c. Take digital impressions.
 - d. The seating and adjusting of TMJ night splints.
 - e. Take digital radiographs.
 - f. Give instructions for PWP (paresthesia), post-ops, IV's, dry socket protocol, OG post-op instructions, explain post-op pain control and TMJ.
 - g. Learn room setups for exams and locals including prescriptions, gloves, trays, protective covers, etc.
 - h. Set-up for History and Physical exams.
 - i. Understand and perform biopsy protocol, knowledge of the different forms of cultures, blood work-ups and different types of radiographs from Inland Imaging.
 - j. Knowledge of prescriptions, their uses and eprescribe medications.
 - k. Knowledge of surgical instrumentation, their uses and sequence of use in regards to each doctor and surgery.
 - l. Identify the different burs, their uses; sutures, Ward's dressings, elastic packs, wax packs, surgical and gel foam.
2. Patient care:
 - a. Review patient electronic chart and health history with patient, add pertinent medical information if necessary.
 - b. Place monitor electrodes on patient in IV room and assist the R.N. or Doctor.
 - c. Place patient dressings to treat dry sockets.
 - d. Handle post-op calls and prescription inquiries and requests.
 - e. Be efficient with chair time and follow through to completion of task.
 - f. Be familiar with the various office forms and patient handouts.
 - g. Be familiar with office fees and complete electronic encounter forms for patient's charges and future treatment estimates.
 - h. Be thorough in gathering and communicating information to the business office staff, e.g. doctor directives, treatment plan, procedures and estimates, etc.
 3. Maintain safety standards:
 - a. Use universal precautions in disinfecting exam and surgical rooms after treatment.
 - b. Knowledge of setting up and breaking down trays, scrub and sterilize instruments.
 - c. Green soap assigned rooms/areas.
 - d. Clean and sterilize equipment. Properly pack setups prior to sterilization.
 - e. Clean and stock rooms.
 - f. Clean ultrasonic, cold sterile and sterilizer.
 - g. Stock supplies, know where supplies are kept and notify purchaser when supplies are low.

Other Duties

1. Any other duties assigned.

Equipment used in the performance of this job

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

- | | |
|--|---------------------------------|
| 1. Surgical Instruments and equipment | 6. Model Trimmer |
| 2. Autoclaves | 7. Splint Machine Vacuum Formed |
| 3. Radiographs – Digital Panorex, Ceph, CBCT, & Digital Periapical | 8. Ultrasonic |
| 4. Digital Camera | 9. Trios Digital Scan |
| 5. Computer Workstation | 10. Lab Handpiece |