Job Description

Job Title: Dental Assistant - Radiology
Location: South Jordan
Unit: College of Dental Medicine
Reports To: Director of Clinic Operations
FLSA Status: Non-Exempt

Summary
Support day-to-day operation of the College of Dental Medicine by providing clinical radiology services within the dental school as it pertains to patient care. Assist with training programs to ensure the technical proficiency of each dental student when operating dental radiology equipment. Ensures compliance with Federal, State and local agencies as it pertains to dental radiology safety guidelines. Inspect radiology equipment on a daily basis to ensure proper function. Exposes quality radiographs upon request from a dentist.

Responsibilities

• Expose quality radiographs upon request from a dentist.
• Work with dental students to assure the proper exposure for diagnostic radiographs.
• Assist with hands on training programs to ensure the technical proficiency of each dental student operating dental radiology equipment.
• Assists the Director of Clinical Operations with the inspection all radiology equipment on daily basis to ensure all are functioning properly and safely.
• Assists in the inspection all lead aprons for defects and, if necessary, request replacement.
• Perform light leak test of dental radiology darkrooms on a monthly basis in collaboration with the Director of Clinical Operations and take corrective action if necessary.
• Monitors supplies/materials used in clinical radiology areas for both direct digital and phosphorous plate digital radiology and informs Director of Clinical Operations of inventory levels.
• Notifies the Director of Clinical Operations of any equipment needing repair.

Skills
Individual must possess the knowledge and the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

• Ability to establish and maintain effective working relationships, and communication with faculty, students, employees, and outside vendors or agencies.
• Complies with HIPAA, FERPA, OSHA, and Laws/Regulations pertaining to the practice of dentistry in Utah.
• Possess the ability to work with frequent interruptions and distractions and the ability to prioritize work tasks.
Education/Training
Graduation from high school or equivalent education; graduation from an accredited dental assistant program is desirable with three years of work experience as a dental assistant in private practice or educational environment or an equivalent combination of education and on the job experience to perform assigned duties.

Experience with different digital radiographs formats, i.e. digital sensors and phosphorus plates and have a working knowledge of dental practice management software.

Must meet all requirements necessary for taking dental radiographs in the State of Utah including successful completion of a dental assisting course from a CODA accredited program is desirable; and have passed the DANS Radiation Health and Safety exam or an equivalent Utah Division of Occupational & Professional Licensing approved exam.

Work Conditions
• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between South Jordan campus buildings, off campus, and to Roseman University campuses and facilities located outside South Jordan, UT.
• Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman University campuses or facilities (e.g. Henderson, NV) occurs occasionally and is required.
• Incumbent may be exposed to frequent noise caused by telephones, office machines, dental equipment and nearby oral communications among University personnel and/or students.
• Employee will be exposed to dental equipment and materials normally used in delivery of patient care in a clinical environment.
• Work hours may vary due to clinic schedules.

Physical Demands
• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
• Manual and physical dexterity to operate a computer keyboard and handle paper documents
• Manual and physical dexterity to handle and pass dental instruments used in the provision of dental care.
• Sufficient near vision acuity to read information appearing on a computer display screen, in hand-written form, and printed on paper.
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
• Ability to lift and carry objects up to 25 pounds.
• Any additional area-specific requirements.