Job Description

Job Title: Simulation Lab Dispensary Clerk  Prepared by: Associate Dean for Clinical Affairs
Location: South Jordan, UT & Patient Care
Unit: College of Dental Medicine  Reviewed by: Chancellor & HR Office
Reports To: Director of Primary Dental Care  Approved by: Dean
FLSA Status: Non-Exempt  Date: June 5, 2013

Summary

Assist students and faculty in the provision of simulation activities by dispensing of supplies and equipment or sterilization of instruments; stocking and requesting supplies for dispensary area and clinical cabinets; accurately scan out/in equipment and instrument cassettes dispensed utilizing College of Dental Medicine (CODM) tracking system or if necessary by manual methods; transport instruments, equipment, or supplies to and from dispensaries and examine returned equipment, instrument cassettes, bur blocks, and other items returned from use for damage or missing elements.

Responsibilities

- Dispensing of instruments, supplies and equipment required by the faculty and students during the course of simulation lab courses.
- Maintain dental supply and material levels in the Sim Lab Dispensaries; assist in the inventory process and notify appropriate individual when supplies are needed; receive, store, and distribute supplies and materials.
- Maintain proper level of supplies needed in the clinic dental laboratory and monitor the equipment; report problems or major malfunctions to the dental equipment technician(s) and the Office of Clinical Services.
- Participate in the distribution and collection process of both clean and dirty instruments to and from the dental clinics following the protocol established by University, State, and federal OSHA standards.
- Check instruments and equipment out to students and again upon return using the university instrument tracking system.
- Assist in dispensing supplies in the CPT Dispensary when needed.
- Contribute to the development of the Dispensary Inventory System.
- When assisting in the patient care clinic, adhere to infection control guidelines when dispensing instruments, supplies and equipment, during, and upon completion of each dental treatment; disinfect and clean dental treatment rooms and contaminated trays; disinfect and sterilize instruments, equipment, and dental handpieces; handle and dispose of sharps and hazardous materials according to established University, State, and federal OSHA standards.
- Perform dental assistant duties when needed, including the exposure of diagnostic dental radiographs utilizing either standard or digital radiology equipment when needed.
- Work in other areas of the CODM and perform other duties as directed.
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 with students, employees, and other agencies.
- Ability to work in different areas as needed.
- Complies with HIPAA, FERPA, OSHA, and Laws/Regulations pertaining to the practice of dentistry in Utah.

Education/Training
Graduation from high school or equivalent education; graduation from an CODA accredited dental assistant training program and approximately one year of work experience as a dental assistant in private practice or educational environment, or an equivalent combination of education and experience. Meets the requirements of the Utah Division of Occupational and Professional Licensing for exposing radiographs.

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, 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.
- Work areas may vary depending upon clinic needs and would include clinical chair-side assisting, clinic dispensaries or sterilization areas, patient registration, clinic business services and reception, or clinic Team area administration.

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 handwritten form, and printed on paper.
- Sufficient near vision acuity to identify and distinguish between dental instruments and to pass/exchange instruments between providers.
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry objects up to 25 pounds.
I have read the above position description and have received a copy.

_______________________________________    _________________
Employee Signature        Date