JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Dental Surgical Assistant

Job Code: 7453

Salary Grade: C04

FLSA Status: Non-Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Assists faculty, residents, and dental students with oral surgery procedures.

- Provides surgical assistance to faculty, residents, and dental students.
- Prepares patients for the procedure with proper monitors for sedation. Prepares surgical trays with instrumentation for basic extractions, IV extractions, biopsies, and implants. Sterilizes instruments.
- Reads and notates monitor readings from the procedure. Maintains awareness of emergency situations and responds according to departmental policy.
- Exposes and develops x-rays.
- Recovers patients from sedations. Gives prescriptions from the surgeon with dosage instruction and proper home care instructions.
- Cleans and sanitizes rooms after patient treatment.
- Completes paperwork for surgeries and sedations including anesthesia records, drug cards, and consent forms. Properly completes all paperwork from the procedure.
- Performs basic administrative office procedures such as chart management, seating and dismissing patients, etc.
- Continues dental surgical education by attending training sessions to learn concepts of sterile procedures, sterilization, radiology, dental record keeping, fire and safety procedures, OSHA regulations, nitrous oxide administration, and basic CPR.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School Diploma or GED.

Experience:

Required: 12 months experience as a Dental Assistant.
Preferred: 6 months experience in Oral Surgery.

Required Certifications or Licenses:

Dental Assistant Certification or OMSDA with the Oklahoma Board of Dentistry
Radiology
Basic CPR

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Able to keep hand and arm steady while moving arm or while holding arm and hand in one position
- Able to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate or assemble very small objects
- Able to quickly and repeatedly adjust the controls of a machine to exact positions
- Able to bend, stretch, twist and/or reach with your body, arms and/or legs
- Must possess good multi-limb coordination i.e. the ability to coordinate two or more limbs while sitting or standing
- Must possess good trunk strength i.e. the ability to use abdominal or lower back muscles to support part of the body continuously or repeatedly over time without giving out or fatiguing
- Able to shift back and forth between two or more activities or sources of information
- Good manual dexterity required to enable safe, skillful use of instruments while working in the mouth

Working Conditions

Standard Clinic Environment

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