

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DENTAL HYGIENE PROGRAM CLINICAL FACILITY COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Dental Hygiene Program Director, perform clinical duties and other technical assignments in support of the Dental Hygiene Clinic; and coordinate the operational functions of all clinic and laboratory areas.

#### **REPRESENTATIVE DUTIES:**

Maintain stock rooms, laboratory, prep areas, and other assigned areas in a safe, clean, and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices; implement OSHA and HIPPA policies and procedures; monitor OSHA and radiation safety compliance. *E*

Provide lecture and clinic support and other duties of a technical nature; provide assistance to the instructional staff by setting up equipment, displays, and supplies and monitoring laboratories. *E*

Provide technical assistance for research, experiments, studies, surveys, performances, productions, and similar activities. *E*

Manage all aspects of infection control within the clinic and laboratory facility; perform a full range of duties related to dental equipment cleaning, storage, and maintenance as well as instrument sterilization; direct and instruct in the proper use of autoclaves. *E*

Monitor weekly autoclaves (spore tests) and inventories and exchanges of radiation monitoring (dosimetry) badges. *E*

Organize, prepare, and maintain clinic/laboratory procedures manuals; provide training to faculty in clinic procedures. *E*

Oversee and maintain inventory of clinic supplies; identify materials, equipment, and supplies that meet academic specifications; reorder and purchase dental supplies, lab materials, and dental radiology supplies and materials as necessary; prepare, label, and maintain adequate quantities of stock solutions; arrange for proper storage and disposal of toxic chemicals and sharp items; replenish clinic forms. *E*

Prepare and issue materials and equipment for student use; monitor and maintain records of materials and equipment on loan to or checked out by students and instructors. *E*

Use and operate a variety of technical equipment including autoclaves, x-ray machine, panoramic x ray, digital radiography, x-ray processors, intra oral camera, perioscope, ultrasonic scalers, and related equipment. *E*

Schedule patient appointments; oversee and manage of patient communications; oversee patient record management. *E*

Establish and maintain working relationships with internal and external constituents including equipment repair personnel, maintenance staff, and vendors; obtain samples, schedule demonstrations, and prepare for salespersons visits and similar duties. *E*

Schedule and supervise the maintenance and repair of clinic facility and equipment. *E*

## Dental Hygiene Program Clinical Facility Coordinator - Continued

Assist in preparation of the preliminary clinic budget; project estimated needs, supplies, and requests. *E*

Maintain a variety of files and records; input data that correlates to students credits for treatment and grades. *E*

Assign and maintain records of student lockers; assess charges for lost, damaged, or broken equipment and follow-up with billing. *E*

Perform routine functions normally accomplished by other staff/support employees in their absence; perform general clerical duties as needed.

Perform related duties and responsibilities as required.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Operations of a science laboratory at the community college level.

Pertinent laws, rules, regulations, policies, and procedures relating to Dental Hygiene clinic operations including OSHA/HIPPA and other health and safety regulations.

Infection control principles and practices including sterilization techniques and practices.

Technical aspects of field of specialty.

Demonstrate the operation of and properly operate autoclave and related dental hygiene equipment.

Record-keeping techniques.

Modern office procedures, methods, and equipment including computers and applicable software.

Interpersonal skills using tact, patience, and courtesy.

English language usage, spelling, grammar, and punctuation.

Oral and written communication skills.

#### ABILITY TO:

Ensure the care and security of assigned equipment, specialized materials, and supplies.

Plan, prepare, and organize equipment, materials, and supplies for clinical use.

Maintain and repair equipment.

Issue and receive equipment and supplies.

Provide information and assistance to students and staff regarding the operation, use, and care of equipment in the Dental Hygiene clinic.

Interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions.

Express technical concepts and ideas effectively.

Demonstrate competence in the fields of specialty.

Maintain patient and student confidentiality.

Train, select, evaluate, and provide work direction to student workers.

Understand and follow oral and written instructions.

Work independently with little direction.

Plan, organize, and prioritize work to meet schedules and time lines.

Maintain accurate records and prepare reports.

Analyze situations and adopt effective courses of action.

Operate a variety of office equipment including a computer.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

## **Dental Hygiene Program Clinical Facility Coordinator - Continued**

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work related to area of assignment; and two years of responsible experience in a clinical lab setting. Experience working in an instructional college-level setting is preferred.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Instructional/clinical lab environment.

Constant interruptions.

#### **PHYSICAL ABILITIES:**

Lifting heavy objects.

Bend at the waste.

Dexterity of hands and fingers to operate dental instruments and office equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and monitor and participate in program/clinic operations.

#### **HAZARDS:**

Fumes from chemicals.

Exposure to hazardous materials.

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