

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN-DENTAL HYGIENE**

### **SUMMARY DESCRIPTION**

Under the direction of the Director of Dental Hygiene Program, perform complex technical work related to the Dental Hygiene Clinic; assist students and instructors in the dental hygiene clinic and laboratory courses; assist in the preparation of instructional materials and equipment; coordinate the operation of labs for radiology, clinic, anesthesia, and dental materials; troubleshoot and maintain dental clinic/lab equipment, related software, and audio visual equipment; perform general office clerical duties; and to assist in coordinating the operational functions of all clinic and laboratory areas.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assist faculty when training students in the use of dental and digital radiography equipment and specialized software. **E**
2. Advise faculty and students on the proper use of digital dental clinic audio/visual equipment, nitrous oxide, and dental lab equipment following all OSHA/HIPPA practices and other standard practices. **E**
3. Provide technical support during instruction and demonstration when using dental, digital, and audio/visual equipment and software. **E**
4. Participate in establishing program and lab policies and procedures; enforce policies and procedures. **E**
5. Prepare and issue materials and equipment for student use; monitor and maintain records of materials and equipment checked out by students and instructors. **E**
6. Provide staff assistance in the reception area; input patient data into dental management software; greet scheduled patients; answer any questions regarding appointments or participation in the clinic; organize, prepare, and issue patient documents required for clinic participation following required state and accreditation regulations; monitor and maintain patient records; coordinate the scheduling of patients; answer telephone inquiries from the community; retrieve and relay phone messages. **E**
7. Test, adjust, maintain, and perform minor dental equipment repairs; send and track equipment for necessary major repairs; order, receive, catalog, and store equipment repair parts and supplies; maintain inventory of parts and supplies. **E**
8. Employ various disinfection and sterilization techniques for small equipment and dental instruments as necessary. **E**
9. Maintain dental hygiene clinic supplies; identifying supplies needed to be ordered to maintain acceptable inventory level; reorder and purchase dental supplies, lab materials, and dental radiology supplies. **E**
10. Monitor aspects of infection control in the Dental Hygiene clinic; direct and instruct students on proper sterilization techniques. **E**
11. Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

Science laboratory operation at the community college level.

Principles, practices, procedures, and equipment of a dental hygiene program laboratory.

Applicable terminology relative to the dental hygiene program.

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.

Principles and practices of record keeping.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

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Technical aspects of field of specialty.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Modern office procedures, methods, and equipment including computers and applicable software.

**Ability to:**

Ensure the proper operation, care, and security of assigned equipment, specialized materials, and supplies.  
Prepare and set up equipment, materials, and supplies for clinical use.  
Use and operate a variety of technical laboratory equipment.  
Assemble, maintain, and repair dental lab equipment.  
Maintain clinic supplies.  
Demonstrate the operation of and properly operate autoclave and related dental hygiene 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.  
Express technical concepts and ideas effectively.  
Demonstrate competence in the field of specialty.  
Maintain patient and student confidentiality.  
Plan and organize work to meet schedules and timelines.  
Operate a variety of office equipment including a computer.  
Understand and follow oral and written instructions.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
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.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: completion of two years of college with major course work related to area of assignment and two years of work experience as a laboratory technician or instructional assistant in an instructional setting.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a clinical instructional lab setting with frequent contact with student and staff; exposure to potentially hazardous materials, chemicals, fumes, and gases.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an clinical instructional lab setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate a variety of laboratory equipment; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; distinguish color.

**Hearing:** Hear in the normal audio range with or without correction.