JOB DESCRIPTION

Oral Surgery - Technician

Reports To: Oral Surgery or Dental Operations Manager

Job Summary: Provides clinical support and operating room assistance to the surgeon in technical/surgical aspects of the Oral Surgery practice. Patient care, comfort, and safety are of primary concern.

Job Duties

A) Principal Duties and Responsibilities (Essential):

1) Chair side first and second assist surgeon during outpatient office procedures.
   a. Apply final prep to the surgical site.
   b. Pass instruments, sponges, equipment, and sutures to the surgeon during the procedure based on anticipation and/or request.
   c. Apply the principles of asepses in a knowledgeable manner to maintain optimum patient safety.
   d. Function under all aspects of surgical techniques, both routine and special surgical procedures, and perform them in a professional manner.
   e. Anticipate needs of surgeon in order to expedite the procedure, thus minimizing patient's exposure to trauma.
   f. Properly handle and care for specimens.
   g. Properly dispose of chemicals and body fluids.
   h. Properly handle and prepare implants, grafts, and prosthesis.
   i. Monitor patients' vital signs, overall condition, and/or reactions to various stimuli.

2) First assist Oral Surgeon in:
   a. Ambulatory Surgery
   b. Hospital Operatory
   c. Hospital Emergency room

3) Prepare instruments and equipment needed for specific procedures the day prior to surgery (Clinic, ASC, Hospital).

4) Properly set up procedure room prior to surgery.

5) Start Intravenous (IV) Fluid

6) Check/fill out all paperwork and forms needed for the patient visit.

7) Instruct patients and/or sponsors in appropriate pre-op and post-op instructions

8) Provide a safe, efficient environment for the surgical patient and staff.
   - Comply with Universal Precaution given by the Center for Disease Control.
Maintain highest standard of sterile technique during procedure.
Assist other members of the team with clean-up of the room.

Participates in holiday/weekend/evening call rotation for Oral Surgery.

Work closely with patient and the Business Office on procedural estimates, payment plans, and insurance authorizations.

Provide surgery scheduler with appropriate codes for estimates and insurance authorizations.

Prepare and/or gather models, splints, photos, etc., needed items for a hospital case.

Maintain hospital and ASC privileges.

Insure that dictation is transcribed and reviewed, and that records are returned to Medical Records, maintaining record control at all times.

Demonstrate knowledge of medications and their uses in the operatory.

Serve as a leader and positive role model for department staff.

Assist with staff training - departmental inservices.

Identify problem areas within the department and participate in methods of problem solving.

Complete MECCA charge sheets including entering in vitals and alerts

Take radiographs

Cross cover to other areas.
- Circulator
- Recovery room attendant
- Appointment coordinator
- Equipment processor
- Surgery scheduler
- Reception
- Off-site locations
- Other departments, as assigned

Answer phones and direct calls.

Distribute supplies.

Advance skills and knowledge through continuous education and training to prepare for changing job expectations.

Complete dental lab assignments.
- Pour models, grind, and prepare models for oral surgeon.

Other duties as assigned.

**Qualifications**

**A) Education:** Graduate of vocational technical surgical technologists program preferred. Graduate of a medical assistant, dental assistant, LPN or RN program will be considered if candidate has previous experience in a surgical setting.
B) **License/Certification:** CPR certified. Certified Oral and Maxillofacial Surgery Anesthesia Assistant required within one year of employment. Required to maintain criteria for affiliate staff privileges at the local hospital(s) and Ambulatory Surgery.

C) **Experience:** A surgical technologist graduate with one year of experience is preferred. In lieu of graduating from a surgical technologists program, three years of experience working in a surgical setting is required.

**Personal Attributes Required:** Must demonstrate a positive and helpful style of interaction with patients, physicians, co-workers, and the public. Must communicate assertively, maintain good self-image, have strong desire to learn, and be willing to work as a team to assure quality patient care. Good decision making and problem solving skills are essential.

**Physical, Mental and Visual Skills:** Must be able to stand and walk continuously for the eight hour shift. Must be able to handle multiple assignments simultaneously. Grasping and reaching are continuous and repetitive. Manual dexterity is necessary when working with instruments. Lifting items 5-10 pounds are done repetitively throughout the day. Physical strength is needed for lifting patients and equipment. Visual stress is common and mental concentration is essential for assisting in surgical procedures.

**Special Factors:** Overtime may occasionally be required to accommodate patient load. Breaks are taken as patient load permits. Lunch breaks are taken to permit continuous patient flow and employee cross coverage. Cross coverage, including off-site locations, may be necessary. Positive teamwork and cooperation skills are required.

**Working Conditions:** Wearing and using protective equipment is required for all aspects of the job. Risks to exposure of blood and body fluids, as well as chemical, heat, and radiation are present.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Approval:**

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