

LABORATORY TECHNICIAN – DENTAL EDUCATION

BASIC FUNCTION

Provides oversight of infection control processes; organizes and oversees inventory of materials and instructional supplies; coordinates the storage and disposal of biohazardous and chemical waste; tests and maintains equipment and waterlines; and assists in updating clinic manuals and other laboratory specific documentation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of the District's Dental Education Center Laboratory. Employees at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Develops, implements, and maintains clinic safety and infection control protocols and procedures to comply with federal, state, local, and District environmental health and safety requirements; performs sterilization of instruments and equipment in the autoclave; maintains standards of sterilization and infection control within the clinic and lab environments.
2. Organizes and maintains inventory for the Dental Education Center (DEC) clinic and the dental materials lab; inventories supplies; organizes stock in all clinical and lab storage areas; and reorders stock based on current and projected usage.
3. Performs equipment set-up, operation, testing, maintenance, sterilization/cleaning, and repair; inspects equipment, personal protective equipment, oxygen tanks, and related items to ensure they are in good working order; records results and informs appropriate staff of issues.
4. Assists with updating clinic manuals and other pertinent educational documents for clinic and laboratory teaching, including new or modified lab/clinic policies and procedures.
5. Collects laboratory tests and performs spore and waterline shocking and testing; conducts safety and hygiene tests, including testing on safety of sterilization equipment and, if needed, ensures repairs are made.
6. Collects, monitors, controls, labels, logs, stores, and arranges for safe disposal of hazardous chemicals and biological waste.
7. Works in conjunction with the program director to ensure that students and clinic staff meet Occupational Health and Safety Administration (OSHA) and other regulatory guidelines; prepares weekly quality control reports and keeps records of all licenses, permits, and certifications, including cardiopulmonary resuscitation (CPR) records for clinic personnel.
8. Maintains records of all mandated training sessions, including OSHA and Health Insurance Portability and Accountability Act (HIPAA), with faculty and staff.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs related duties as assigned; specific duties not listed does not exclude them for this

classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations and services of a dental laboratory.
2. Dental front- and back-office procedures.
3. Dental information management systems and recordkeeping.
4. Traditional radiology and digital processing procedures.
5. Sterilization and infection control techniques and equipment.
6. Principles, practices, and environmental health and safety regulations applicable in the disposal of hazardous waste materials.
7. Policies and procedures regarding sterilization and infection control to maintain standards.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
9. Methods and techniques of inventory control.
10. Recordkeeping principles and practices.

Ability to:

1. Maintain the dental clinic/laboratory and equipment in a safe, organized, and sterilized manner.
2. Collect and test water samples for specific purposes.
3. Set up and ensure all equipment is in proper operating condition.
4. Collect, monitor, label, log, store, and dispose of hazardous materials and biological waste.
5. Prepare reports and related documentation on operations.
6. Maintain accurate records and inventory.
7. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
8. Exercise independent judgment within general policy and procedural guidelines.
9. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
10. Communicate effectively in the course of performing work tasks.
11. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic disability, and ethnic backgrounds of students, staff, and the community.
13. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and three (3) years of progressively responsible experience working in a dental office including front and back-office experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. Radiology license, which must be maintained throughout employment.
2. Completion of an Infection Control Certificate and continuing education in infection control/OSHA standards consistent with license, program, and accreditation standards is required.

PHYSICAL DEMANDS

Must possess mobility to work in a dental clinic/laboratory setting; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Employees must possess the ability to stand or sit for prolonged periods of time, and to stoop, bend, kneel, crouch, reach, and twist. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard kitchen and laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work primarily in a dental clinic/laboratory setting with moderate noise levels, controlled temperature conditions and potential exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.