

Michigan Oral Surgeons Surgical Assistant

PRIMARY FUNCTIONS

Provide Surgeon with consistent quality clinical assistance.
Prepare and maintain the clinical facility.
Comply with all regulatory compliance protocol.

DUTIES AND RESPONSIBILITIES

Direct Patient Care

- Obtain vital signs
- Provide pre-operative instructions
- Obtain radiographs
- Obtain impressions, pour models
- Draw appropriate medications
- Assist Doctor with surgical procedures
- Review post-operative instructions with the patient
- Address patient's general questions
- Discharge patient
- Conduct patient post-operative telephone inquiry
- Complete suture removal or dressing changes
- Comply with regulatory compliance protocols

Indirect Patient Care

- Sterilize instruments
- Rotate and replenish operatory supplies
- Maintain autoclave, processor, and suction reservoir
- Maintain patient rooms and hallway
- Maintain an adequate stock of medical, surgical and dental supplies; record receipt of such items
- Telephone prescription medication orders to pharmacy
- Maintain and monitor emergency preparedness
- Participate in clinical education as needed
- Provide front office support, as needed
- Maintain confidentiality of information pertaining to patient, doctors employees, and visitors
- Miscellaneous, as detected or as directed

QUALIFICATION AND REQUIREMENTS

High School Diploma or equivalent.

Satisfactory Completion of approved Radiography Course
Successful completion and certification with DAANCE within 24 months
Current CPR certification or willingness to complete
Ability to make critical decisions
Job role requires prolonged walking, standing, stooping and reaching

Supervision by:

Drs. Fear, Lopez, Fasi, Sanker or Practice Director