



JOB DESCRIPTION: SURGICAL ASSISTANT

Reports to:	Practice Director
Direct Reports:	None
Date Approved:	7/1/2021
FLFA Status:	Non-exempt

POSITION DESCRIPTION:	The Surgical Assistant works directly with oral surgeon provide patients with high quality and efficient care, while treating everyone with respect, dignity, and concern. This entails a variety of tasks requiring interpersonal, technical, and critical thinking skills.
ESSENTIAL JOB FUNCTIONS AND POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Responsible for assisting the surgeon during a variety of treatment procedures which may include general extractions, wisdom teeth removal, bone grafting, biopsies, and more. • Taking and developing dental radiographs and CBCT's. • Complete suture removal and dressing changes. • Obtaining patient vital signs and medical history. • Provide patients with pre- and post-operative instructions and education. Address patient's general questions. • Electronically send prescriptions as prescribed by the surgeon. • Taking impressions of patient's teeth and pouring models. • Follow infection control protocol. Prepare and sterilize instruments and equipment. Maintain autoclave, processor, and suction reservoir. • Communicate with patients and vendors (ie. scheduling appointments, triaging phone calls, ordering supplies) • Maintain an adequate stock of medical, surgical, and dental supplies. Rotate and replenish operatory supplies. • Maintain patient rooms and hallways. • Maintain and monitor emergency preparedness. • Proficient/knowledgeable in dental terminology • Knowledgeable and proficient with electronic medical records systems, email, and computer navigation. • Ability to cross-train in other areas of the practice to achieve smooth flow of all operations. • Strong organizational, multi-tasking, and time management skills. • Participate in clinical education as needed. • Other tasks and duties as assigned.



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<p>ORGANIZATIONAL EXPECTATIONS:</p>	<ul style="list-style-type: none"> • Creates and maintains a positive, professional, efficient, and patient-centric work environment by supporting the Michigan Oral Surgeons mission. • Strong communication and critical thinking skills • Maintains confidentiality of information pertaining to patient, doctors, employees, and visitors. • Maintains knowledge of and complies with Michigan Oral Surgeons standards, policies, and procedures, including the Michigan Oral Surgeons Employee Handbook. • Willingness and ability to travel to other Michigan Oral Surgeons locations for meetings, coverage, and support. • Willingness to participate in events hosted by Michigan Oral Surgeons. • Uses resources efficiently.
<p>MINIMUM PHYSICAL EXPECTATIONS</p>	<ul style="list-style-type: none"> • Physical activity that often requires keyboarding, phone work and charting. • Physical activity that often requires standing, walking, bending, stooping, reaching, and/or twisting. • Physical activity that sometimes requires lifting, pushing and/or pulling over 50 lbs. • Physical activity that requires transporting patient from dental chair and walking out to car. • Specific vision abilities required include close vision, depth perception, peripheral vision, and the ability to adjust and focus. • Manual dexterity sufficient to handle and transfer dental instruments to surgeon, operate water and suction lines, operate a keyboard, telephone, and other surgical and office equipment. • Must hear and speak well enough to conduct business over the telephone and face to face for long periods of time in English.
<p>QUALIFICATIONS:</p>	<p><u>EDUCATION:</u> High school diploma or equivalent</p> <p><u>CREDENTIALS/LICENSURE:</u> Dental Assistant certificate preferred; Medical Assistant certificate accepted. Dental Radiography Certification (or completion within 9 months of hire). Current Basic Life Support (BLS) certification. DAANCE certification within 2 years of hire.</p> <p><u>MINIMUM EXPERIENCE:</u> No minimum experience required.</p>