

## **JOB DESCRIPTION: CLINICAL ASSISTANT**

**Reports to: Practice Director**

**Direct Reports: None**

**Date Approved: 1/1/2022**

**FLFA Status: Non-exempt**

**POSITION DESCRIPTION:** The Clinical Assistant works directly with the oral surgeon and surgical assistants to provide consistent, quality support throughout the day. This entails a variety of tasks requiring interpersonal, technical, and critical thinking skills.

### **ESSENTIAL JOB FUNCTIONS AND POSITION REQUIREMENTS:**

- Follow infection control protocol. Prepare and sterilize instruments and equipment. Maintain autoclave, processor, and suction reservoir.
- Provide intra-operative support as needed
- Assists in coordinating patient flow by rooming patients as needed; assisting with room turn-over; walking patients to vehicle post-surgical treatment; completing radiographs (only for those who have received their radiography certificate).
- Maintain an adequate stock of medical, surgical, and dental supplies. Rotate and replenish operatory supplies.
- Maintain patient rooms, breakrooms, bathrooms, and hallways.
- Maintain and monitor emergency preparedness.
- Proficient/ knowledgeable in dental terminology
- 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.

### **ORGANIZATIONAL EXPECTATIONS:**

- Creates and maintains a positive, professional, efficient, patient-centric work environment by supporting the Michigan Oral Surgeons mission.
- Strong communication and critical thinking skills
- Maintains confidentiality of information pertaining to patients, 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.

**MINIMUM PHYSICAL EXPECTATIONS:**

- 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 patients from their dental chair and walking out to their 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.

**QUALIFICATIONS:**

- **EDUCATION:** High school diploma or equivalent
- **CREDENTIALS/LICENSURE:** Current CPR certification or willingness to complete. Dental Radiography Certification (or willingness to complete).
- **MINIMUM EXPERIENCE:** No minimum experience required