



DATE ISSUED: 08/16
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Clinic Assistant

JOB SUMMARY

Performs routine non-technical and technical work in the operation and maintenance of a clinic and sterilization area. Responsibilities involve a variety of routine tasks and duties. Work is performed under minimum supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Dental Hygiene Program Director and, when indicated, Dental Hygiene Clinical Coordinators

Supervises: Student assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Follows TWU and Dental Hygiene Program Policies and Procedures for all aspects of purchasing, including appropriate approval for all purchases.
- Secures vendor bids and/or make price comparisons, as appropriate and complete purchases of clinic, radiographic and laboratory equipment and supplies.
- Maintains the physical and digital documentation of purchases and supply contacts, track capital and expendable inventory.
- Receives merchandise, stores, or makes returns when indicated.
- Ensures cost effective, efficient, and consistent operation of the Dental Hygiene Clinic.
- Oversees the operation of maintenance, minor repair and routine cleaning of computer equipment and systems.
- Maintains capital equipment inventory.
- Generates and communicates standard operating procedures for clinical equipment.
- Maintains clinic in compliance with OSHA standards, CDC recommendations, and Dental Hygiene Program prevention of disease transmission protocols.
- Prepares, sterilizes, and stores instruments and appropriate supplies.

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- Stocks dental operatory and supply stations as appropriate or requested by faculty.
- Dispenses instruments, equipment, and supplies to students or faculty as needed.
- Verifies and maintains currency of emergency medications, AED, first aid kits, emergency oxygen, and fire extinguishers.
- Contributes feedback to clinic coordinators re: clinic policies and procedures.
- Organizes materials for dental hygiene courses/labs as directed by faculty.
- Assists with appropriate clinical procedures (i.e. alginate impressions, intraoral camera, radiographs, sealants, etc.) when requested by faculty.
- Ensures cleanliness and order in the clinical facility.

ADDITIONAL DUTIES

- Performs other duties as appropriate and necessary for safe, efficient clinical operation.

EDUCATION

High school diploma or equivalent required. Associate degree and status as a Texas Registered Dental Assistant (RDA) highly preferred.

EXPERIENCE

Three years of clinical dental assisting experience, including office experience and computer experience is highly preferred. Bi-lingual experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of, experience with, or ability to learn to use various clinic equipment and materials and follow clinic procedures.
- Ability to follow safety and infection control procedures.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Knowledge of State of Texas Radiography Compliance.
- Working knowledge of office practices and methods.

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- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed primarily indoors in an office and/or laboratory setting. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.