

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **DENTAL HYGIENE CLINICAL ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, perform a variety of detailed and varied tasks related to the operation of assigned lab and clinic facilities supporting multiple courses in the dental hygiene program; support the operation of all the diverse areas of the operation of the dental hygiene clinics and labs, including preparation for hygiene clinical classes, preparation for laboratory classes, preparation of radiography areas, preparation of demonstrations to be given by instructors, ensuring safety of students and staff in use of laboratory and clinic equipment and supplies; provide assistance to students in an instructional capacity where required, maintaining equipment and tools in working order; act as supply specialist and give assistance to students and faculty during clinic operation; provide administrative support to the dental program coordinator and division chair.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

When providing dental hygiene lab support:

1. Assist instructors in multiple labs in the use and operation of equipment; familiarize new instructors with the organization of the clinical preparation area, routine clinic and lab procedures, student operations and safety measures; assist faculty with set up and organization of equipment for clinical practical work, examinations, and demonstrations.
2. Train students in dental hygiene clinic operation; assist students in performing their duties in the hygiene clinic, demonstrate correct use of equipment to students, including proper safety measures and techniques.
3. Supervise all aspects of the Center for Disease Control protocol in clinical areas; assure compliance with OSHA-mandated regulations, including supervision of students assigned to clinical rotations; maintain MSDS binder.
4. Maintain proper documentation regarding compliance with state, federal, and local regulations concerning infection control, to include monitoring effectiveness of sterilization equipment; initiate biweekly spore test and maintain records; dispose of sharps as necessary; manage and dispose of hazardous waste in compliance with government regulations.
5. Assume responsibility for preventative maintenance and repair of equipment used in the dental hygiene clinic, the sterilization area, the radiologic facility, and the skills lab or arrange for or oversee such maintenance or repair; review manufacturer's instructions and recommendations; perform routine preventive maintenance procedures; perform simple repairs; initiate and schedule dental repair services when necessary; maintain documentation of repairs; initiate and schedule custodial services for clinical and lab facilities.
6. Maintain adequate inventory to accomplish program goals; regularly inventory supplies on hand; initiate requisitions; follow up on orders which have been placed; maintain a requisition/receivership

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binder; maintain appropriate and safe storage and accountability of supplies; monitor supply expiration dates and make sure non-expired supplies are available in sufficient quantity; initiate return/exchange of supplies and follow through; distribute supplies in the clinic, radiographic facility, and lab; make sure supplies and equipment are safe and secured after use.

7. Place supply orders; maintain account statuses with outside vendors, distributors, and service departments; maintain records of all program supply and capital outlay purchases; monitor accounts to ensure programs stay within allotted funds; expedite invoices from various vendors for multiple instructional areas; insure all paperwork is recorded and routed to accounts payable.
8. Plan, organize, and maintain clinical/lab equipment and supplies to maintain high standards of classroom and clinical instruction in the dental hygiene area.
9. Issue and supply students and instructors with materials needed for clinical and laboratory experiences.
10. Ensure the general cleanliness, orderliness, repair, and safety of the dental hygiene clinics and laboratories.
11. Isolate, neutralize, and consolidate chemical and biological wastes; dispose of all chemical and biological wastes and other potentially hazardous materials according to established laws and regulations.
12. Oversee testing of emergency and safety equipment and its serviceability; stock first aid supplies.
13. Perform scheduled maintenance and repairs on tools and equipment.
14. Ensure adherence to policies concerning safety, security, and computer use; evaluate and update policies as necessary.

When providing administrative and dental office manager support:

15. Answer phones; take and forward messages; refer patients to dental facilities when needed.
16. Maintain patient charts and records; organize, purge and store patient files; maintain faculty records as required by law.
17. Post payment of fees; initiate and maintain fee collection procedures/writing receipts; compile data for year end report on fee collection and production.
18. Maintain student health records and confidential exposure files; prepare and update centralized student files.
19. Prepare new forms and maintain an inventory of existing clinic forms.
20. Supervise and train student assistants.
21. Order clerical supplies and maintain supply inventory.
22. Assume responsibility for the dental hygiene program's patient based software; update software as needed; troubleshoot and seek technical support; train students on the software.
23. Maintain accounts receivable, receipt and deposit records.
24. Update and maintain the program's website.
25. Prepare agenda and take minutes for regular meetings and advisory committee.
26. Draft program correspondence.
27. Collect, distribute and process program mail/printing mailing labels.

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28. Facilitate preparation of curriculum packet for the program; prepare dental hygiene informational brochure; prepare materials for the dental hygiene information day.
29. Maintain database of completion certificates and other lists.
30. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Instruments, equipment, tools, supplies, procedures, and methods used in the dental clinics and laboratories.
2. Advanced theories and applications of the instructional areas where assigned.
3. Operational characteristics of a variety of lab and clinic equipment and tools in the area.
4. Equipment, supplies, procedures, and methods used in the dental clinics and laboratories.
5. Principles and practices used in the maintenance and repair of equipment and tools in the assigned instructional areas.
6. Basic principles and practices of budget preparation.
7. Methods and techniques of disposing of hazardous materials and chemicals.
8. Principles and procedures of record keeping and filing.
9. Basic principles and practices of student instruction.
10. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
11. Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

1. Maintain assigned clinic, lab tools, and equipment, including diagnosing, analyzing, and correcting mechanical defects.
2. Maintain an adequate inventory of dental hygiene supplies, lab tools, and lab equipment.
3. Set up for various clinic and laboratory operations in the area of instruction.
4. Provide instructional assistance to students in all areas of dental hygiene clinical experience.
5. Ensure adherence to established safety procedures and regulations.
6. Dispose of chemicals and hazardous waste according to established procedures.
7. Maintain assigned labs and clinics in clean and orderly fashion.
8. Maintain lab and clinic supplies, inventory, and required records.
9. Correctly operate the equipment required for the assigned instructional area.
10. Correctly operate the tools and equipment required for the assigned instructional area.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with those contacted in the course of work.
13. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

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**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in dental assisting or a related field.

**Experience:**

Four years of increasingly responsible experience in a dental clinic.

**License or Certificate:**

Possession of a license as a Registered Dental Assistant.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting and in a dental hygiene lab environment; exposure to potentially hazardous chemicals; potential exposure to body fluids and blood borne pathogens.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and dental lab setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

7/23/02;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical-Paraprofessional