



University System of Maryland Job Class Specification

TITLE: DENTAL STERILIZATION AIDE
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: 31-9093

JOB CODE: N04DSA
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: MAT

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision, provides clinical support services involving sterilization, preparation, distribution, collection, and storage of medical supplies and equipment.

PRIMARY DUTIES

1. Prepares instruments for sterilization and decontamination.
2. Operates washer/sterilizer, heat sealer, autoclave, and sonic washer to clean, automate, decontaminate, and sterilize instruments and equipment. Adjusts and records pressure, temperature, and time in accordance with standard procedures.
3. Sorts and stores sterilized instruments and equipment in appropriate area.
4. Pre-packages cassettes, wraps cassettes in sterile paper, and attaches identification labels.
5. Loads instrument carts with cassettes, supplies, and equipment according to patient care requirements. Transports carts to appropriate clinic or service area.
6. Receives, inspects, and verifies return of all contaminated instruments from students and faculty. Transports these to Central Sterile Unit. Initiates procedures regarding missing or damaged instruments.
7. Logs instruments in and out using manual or bar code system. Enters and retrieves data from computerized database.
8. Completes requisitions to order supplies. Receives, unpacks, labels, and places supplies in proper order on shelves or cluster cabinets.
9. Maintains and updates logs and records of supply transactions. Compiles and files documents such as packing slips, purchase requisitions, and vendor information.

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10. Observes Universal Precautions regarding the handling of infectious waste.
11. Performs a variety of routine clerical duties such as answering phones, taking and relaying information, and filing.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High-school diploma or GED.

EXPERIENCE: One year in central sterilization or materials management in a health care environment.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of sterilization and decontamination procedures for dental instruments. General knowledge of universal precautions regarding the handling of infectious waste. Ability to perform basic mathematics. Ability to follow oral and written instructions. Ability to communicate effectively orally and in writing. Ability to perform extensive standing and walking. Ability to push and pull carts of supplies to make deliveries around building. Ability to lift, stock shelves, and load carts of supplies and equipment. Skill in operating equipment such as sonic washers, sterilizers, autoclaves, heat sealers, and sharpening wheels. Ability to operate computers and other standard office equipment. Ability to maintain accurate and up-to-date records and logs. Ability to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine ability to perform the job. Employees in this job class may be required to receive immunization shots to prevent illness due to exposure to bloodborne pathogens.

