



## University System of Maryland Job Class Specification

**TITLE: DENTAL SUPPLY/EQUIPMENT SPEC**  
**FLSA: NONEXEMPT**  
**EEO6: H70**  
**IPEDS-SOC: Q-319093**

**JOB CODE: N06DSS**  
**JOB TYPE: INST SPECIFIC UMB**  
**JOB FAMILY/SERIES: MAT**

**APPROVED BY:**  
**Chancellor Donald N. Langenberg**

**EFFECTIVE DATE: 07/01/96**

### **JOB SUMMARY**

Under general supervision, monitors the provision of quality service in relation to the proper handling, sterilization, distribution, and storage of medical supplies and equipment for all shifts.

### **PRIMARY DUTIES**

1. Assists in developing and writing quality assurance policies, procedures and standards.
2. Inspects central sterilization area for compliance with quality assurance standards relating to sterilization procedures, wearing apparel, surface cleaning, locker cleaning, and the cleaning of sterilization equipment.
3. Inspects prep-dispense areas for compliance with quality assurance standards relating to the distribution, handling, and storage of medical supplies and equipment.
4. Completes statistical reports and documents quality assurance findings. Assists in evaluating findings based on pre-established standards. Refers to adverse occurrences and potential problems to supervisor.
5. Assists in recommending solutions to correct and eliminate unsafe practices and procedures. Conducts follow-up studies to determine effectiveness of solutions and ensure positive results.
6. Orients staff on quality assurance program policies and procedures. Explains evaluation process and standards.
7. Serves as a back-up supervisor as needed. Determines daily work priorities, assigns, and reviews work.

Note: The intent of this list of primary duties is to provide a

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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:** Four years in central sterilization or materials management in a health care environment, one year of which must have been in a supervisory capacity.

**OTHER:**

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Comprehensive knowledge of central sterilization or materials management operations, of sterilization and decontamination procedures; of universal precautions regarding handling of infectious wastes. Ability to communicate effectively orally and in writing. Ability to prepare reports and maintain records, to perform mathematical computations. Ability to perform extensive standing and walking. Ability to train, supervise, and evaluate personnel. Ability to use computers and other standard office equipment. Ability to wear and work in personal protective equipment. Skill in operating equipment such as sonic washers, sterilizers, autoclaves, heat sealers, and sharpening wheels.

**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 the ability to perform the job. Employees in this job class may be required to immunization shots to prevent illness due to exposure to bloodborne pathogens.