



Floor Supervisor, College of Dental Medicine, Elk Grove, California, USA

POSITION SUMMARY: Floor Supervisor coordinates the support dental clinic team to ensure that the environment and instruments are properly prepared, decontaminated/sterilized, and maintained for use in the delivery of care to the next patient(sterilization), the environment has sufficient supply of all supplies, instruments, and materials necessary to provide dental care (dispensary), and assists chair-side technical, interpersonal, and administrative skills. Duties may vary as needed in accordance with state regulations and licensure.

This role will also supervise all non-professional dental back-office employees and follow standard OSHA and HIPAA requirements.

Work directly with Dr. Michael Le, Associate Dean of Clinical Affairs, for all operational and clinical tasks and non-financial duties.

Supervision

- Supervise all non-professional dental back-office employees including scheduling, training, performance evaluations, and holding staff accountable.
- Train new assistants by introducing them to the office, systems, and set-ups.
- Participate in the hiring, selection, and retention for back-office staff.
- Lead, inspire, and motivate team members.

Dental Instrument Preparation

- Comply with safety rules and regulations.
- Collects, prepares, and organizes dental instruments prior to dental procedures.
- Collects, catalogues, cleans, and sterilizes/disinfects dental instruments and supplies following the completion of a dental procedure.
- Removes visible contamination using standard cleaning solution, inspects dental instruments for wear or damage, and replaces instruments as appropriate.
- Prepares dental instruments for decontamination and re-sterilization for future procedures.

Inventory oversight

- Controls distribution of clinical equipment. Maintains accurate account on the computer of items scanned out and returned to and from the dispensaries. Notifies the appropriate students and/or doctors regarding items that have not been returned.

- Prepackages and distributes dental materials and equipment to dental students, and faculty according to procedures as scheduled.
- Comply with safety rules and regulations.
- May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to sterilization machinery, plastic wrappings, pens, pencils, and computer keyboards.
- Maintains security of University property in work areas.
- Prepares solutions. Follows appropriate protocols for materials and equipment handling.
- Transfers data from handheld scanning devices into a computer.
- Maintains dispensary in a clean and orderly fashion. Cleans shelves. Maintains, disinfects, and sterilizes equipment.
- Learns and applies proper techniques for handling contaminated instruments, disposable materials, chemicals, and dental materials.
- Opens clinic, or preclinic dispensary, and prepares for daily operation.
- Orders supplies and stocks shelves to ensure continuity of items for dispensary operation.
- Unpacks and stocks shelves to predetermined levels.
- Controls, sorts, and distributes personal protective equipment.
- Maintains a supply of sterile disposables such as needles, gauze, syringes, and disposable kits, ensuring they are not expired, and notifies Clinic Manager to place orders as supplies are used.
- Support the educational mission of CDM, including role modeling and teaching students how to function as a dental assistant on the dental team, both in four-handed chairside activities and in clinic operation support.
- Support clinical faculty in teaching students how to function as a dental provider on the dental team.
- Maintain/record logs related to quality assurance and equipment operations, and sterilization.
- Participate in compliance activities such as clinic audits, infection control audits.
- Performs other related duties as assigned or requested.

Chair-side clinical support

- Assisting the dentist during a variety of treatment procedures, such as restorations, and extractions
- Taking dental radiographs
- Obtain patient medical history, blood pressure, and pulse.
- Obtain and pour dental impressions for diagnostic models, surgical guides, and prosthesis.
- Help provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics, and oral surgery.
- Coronal polishing (additional certification may be needed depending on the state)
- Help to explain treatment and tailor personal care education to the patient's needs.

Interpersonal patient care

- Provide pre-operative and post-operative patient care before, during and after dental treatment.
- Provide patients with instructions for oral care following dental treatment procedures, such as the placement of a restoration.
- Teach patients appropriate oral hygiene strategies to maintain oral health (e.g., tooth brushing, flossing and nutritional counseling)

- Provide CPR and respond to an emergency in the clinic
- Obtain and review informed consent prior to any treatment.

Administrative and other duties

- Develop and oversee clinical infection control, and prepare and sterilize/disinfect instruments and equipment.
- Input clinical notes and appointment information utilizing a computer.
- Communicate with patients and suppliers (e.g., scheduling appointments, answering the telephone, ordering supplies)
- Manage inventory of dental supplies

Equipment maintenance

- Operates sterilization equipment such as steam autoclaves, gas chamber sterilizers, hot bed sterilizers, and other equipment that supports sterilization.
- Runs indicated sterilization spore tests, sends spore tests to appropriate vendors, and maintains records of test results.
- Maintains records of operation and calibration of sterilization equipment and reports any problems with sterilization equipment to Clinic Manager
- Cleans and disinfects operatory equipment such as x-ray unit, dental chairs.
- Assists other dental staff with patient care, equipment setup, and perform simple tests to ensure equipment and instrument sterility.

Miscellaneous

- May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to sterilization machinery, plastic wrappings, pens, pencils, and computer keyboards.
- Performs other related duties as assigned or requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of government (Medi-Cal) and non-government payers for dental insurance
- Must possess the skills necessary to perform duties as per State of California licensing guidelines
- Must be familiar with dental terminology, materials, medications, and instruments used during dental procedures
- Working knowledge of OSHA and safety compliance
- Ability to work collaboratively with doctors, and practice team members
- Ability to develop proficiency in electronic health record and digital x-ray software
- Proficient in the use of Microsoft Office Family of Software (e.g. Word, Excel, etc.) and able to learn other software
- Outstanding communication skills, both verbal and written
- Strong interpersonal skills and ability to develop rapport with dental patients and other clinic staff
- Excellent organizational and time management skills
- Multilanguage skills

MINIMUM QUALIFICATIONS:

- Active Registered Dental Assistant License
- Certification in sterile processing and distribution preferred.
- A clear background check and proof of up-to-date immunizations.
- Strong attention to detail, vigilance, and meticulous care on the job.
- Passion for keeping people safe.
- Good judgment and critical-thinking skills.
- Manual dexterity and the ability to handle fragile equipment.
- Technical skills and familiarity with sterilization techniques.
- The ability to work well in a team or independently.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7300.