BOARD OF REGENTS
STATE OF IOWA

REGENT MERIT SYSTEM

Class Title:  Dental Instrument Management Technician
Class Code:  3031
Pay Grade:  405

GENERAL CLASS DESCRIPTION:  Under general supervision, performs technical
duties in a dental instrument management and materials supply system.
Decontaminates, sterilizes, assembles, and distributes instruments and materials
according to prescribed procedures and techniques.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Decontaminates, prepares, sterilizes and assembles dental instruments and
supplies, maintaining and rotating these in a clean dry environment until issued.

2. Disinfects work areas and equipment.

3. Orients students, faculty, and staff to policies and procedures regarding infection
control and distribution and return of dental instruments and supplies.

4. Assembles trays for specific procedures and issues to students, faculty and staff.

5. Sharpens, lubricates, and maintains instruments, handpieces and other devices.

6. Receives and distributes requested instruments and products to and from
departmental, specialty, and satellite clinics.

7. Cleans, readies, and stocks operatory cabinets with specified materials and
instruments.

8. Prepares requisitions and orders supplies, instruments and other items to maintain
inventory.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of
duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other
purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.
KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of medical/dental instruments and supplies.

2. Knowledge of standards, regulations, and sterilization practices of the Association for Advancement of Medical Instrumentation (AAMU), Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA).

3. Knowledge of assembling, packaging, wrapping and labeling procedures in order to prepare items for sterilization.

4. Ability to learn the operation of various types of decontamination and sterilization equipment.

5. Ability to maintain written records of loads processed.

6. Ability to work safely and to comply with special safety and health precautions in handling contaminated instruments and wearing protective equipment.

7. Ability to read and understand indicators, integrators, dials, graphs, timers, charts, etc.

8. Ability to communicate policy and procedure information effectively to students and faculty.

9. Ability to recognize, identify, and assemble numerous dental specialty tray set ups, surgical trays, and implant trays.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. High school graduate or equivalent, and

2. One year experience using infection control or sterile techniques in a hospital or dental environment.

EFFECTIVE: April 1, 1996