

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Dental Instrument  
Management Technician

**Class Code:** 3031

**Pay Grade:** 406

**GENERAL CLASS DESCRIPTION:**

Under general supervision, performs technical duties involving all aspects of dental instrument management and materials supply system: Decontamination, preparation, packaging, sterilization sterile storage, distribution of sterile dental devices and inventorying, stocking and distribution of dental supplies.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Decontaminates, inspects, cleans, sorts, disassembles, and reassembles dental instruments and implant trays, operates sonic washers, and mechanical washer/decontaminators. Performs microbicidal processes. Standard/transmission based precautions, engineering, and work practice controls. Handles high dollar Diode lasers, Intra oral cameras, power equipment and different patterns of dental instruments.
2. Assemble high volumes of instruments, implant trays, and other dental specialty tray following guides and instructions. Inspects and evaluates instruments for function and cleanliness. Confirms all quality assurance mechanisms are in place. Labels, and seals all items processed.
3. Performs all aspects of sterilization, packaging inspection, equipment operation, safety procedures, proper documentation, and prioritization. Verifies correct parameters used for all instruments.
4. Orients students, faculty, and staff to policies and procedures regarding infection control and distribution and return of dental instruments and supplies.
5. Assembles specialty-driven trays of sterilized dental instruments for specific procedures. Issues to students, faculty and staff. Performs duties in a high stress environment.
6. Maintains instruments, handpieces and other devices. May lubricate intra oral high speed hand drills.
7. Receives and distributes requested instruments and products to and from departmental, specialty, and satellite clinics.

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.

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8. Performs inventory management for high volume of supplies, (including high cost materials such as implants, and gold). Replenishes stock levels in dental operatories, surgical suites, and dental dispensaries, using multiple computer software programs. Documents usages in inventory system, restocks items, and adds new items to inventory.
9. Performs regular biological monitoring of sterilizers to ensure sterilizer efficacy. Conducts challenge tests on sterilization equipment.
10. Disinfects work areas and equipment.
11. Cleans, readies, and stocks operatory cabinets with specified materials and instruments.

**KNOWLEDGE, 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 (AAMI), Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), U. S. Food and Drug Administration (FDA), US Environmental Protection Agency (EPA).
3. Knowledge of cleaning, decontaminating, and sterilizing procedures.
4. Knowledge of assembling, packaging, wrapping and labeling procedures in order to prepare items for sterilization.
5. Knowledge of the precautions to take while handling trays of sharp or delicate instruments or of contaminated equipment and supplies.
6. Knowledge of infection control, instrumentation, and supplies utilized in dental procedures.
7. Ability to learn the operation of various types of technical decontamination and sterilization equipment.
8. Ability to comprehend what is needed to perform many different dental procedures.
9. Ability to multitask and prioritize duties assigned.
10. Ability to maintain and keep accurate records and be responsible for expendables including precious metals (such as gold, porcelain, titanium etc.).
11. Ability to perform duties safely and willingness to comply with special safety and health precautions.

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12. Ability to read and understand instructions and guidelines and to read data indicators such as dials, timers, charts, color-coded strips, etc.
13. Ability to communicate effectively to staff, students, and faculty.
14. Ability to maintain effective working relationships.
15. Ability to enter and retrieve data with a variety of computer software systems.
16. 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.

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**REVISION EFFECTIVE: May 1, 2016**