

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

Class Title: Intra-Oral/Craniofacial Surgery Technician

Class Code: 3054

Pay Grade: 410

GENERAL CLASS DESCRIPTION:

Under the direction of nursing staff in an Oral Maxillofacial or Periodontal surgical practice, and as delegated by a faculty dentist or house staff resident, carries out all functions which a dental assistant working with deep or moderate sedation patients is legally registered and certified to perform in the State of Iowa: assists with surgery procedures, the provision of therapeutic, preventive and emergency patient care duties, etc; Prepares, operates and maintains routine and complex equipment, instruments, supplies and dental implants, etc.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Prepares patients for Oral Maxillofacial/Periodontal surgery deep sedation treatment, obtaining past medical history and other pertinent information from the patient or legal guardian.
2. Prepares surgical area for patient care and anticipates the needs of the surgical team. Including the coordination of proper tray setups and equipment necessary for procedures which will be performed.
3. Performs patient monitoring during moderate and deep sedation oral and craniofacial health care procedures.
4. Cleans operatory and equipment each day and prepares the area for daily scheduled treatment of patients.
5. Makes radiographs.
6. Applies knowledge related to emergency situations and surgical procedures in the surgical setting.
7. Demonstrates understanding of principles of medical and surgical asepsis; recognizes and communicates breaks in aseptic technique.
8. Provides for proper care and handling of equipment, instruments, supplies and implants (E/I/S/I).

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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9. Demonstrates knowledge of various surgical equipment and advanced surgical instrumentation.
10. Demonstrates competency in performance of delegated technical functions and clinical activities, in accordance with institutional policies.
11. Assists with the provision of patient care with regard to the patient's condition and age.
12. Exhibits high level of collaboration with peers in making decisions related to surgical patient care.
13. Demonstrates critical thinking skills in relations to anticipating the needs of the patient and surgeon.
14. Implements measures to prevent potential patient problems/complications and reports unusual incidents.
15. Assists with documentation according to department/division standard under the direction of the nursing staff.
16. Performs computer functions within scope of role as defined by the individual unit.
17. Practices standard precautions in infection control in accordance with institutional policy.
18. Participates in and contributes to unit staff meetings and in-service programs.
19. Performs other special projects and tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of principles of medical/dental and surgical asepsis.
2. Knowledge of dental instruments and supplies.
3. Ability to demonstrate knowledge of anatomy relating to the surgical procedure and the instrumentation required in order to effectively anticipate the needs of the oral surgeon or periodontist.
4. Knowledge and ability to perform CPR and emergency care procedures
5. Knowledge of principles, methods and techniques of dental assistant work as instructed in CODA-accredited educational programs.
6. Ability to maintain a certificate of proficiency in dental radiography required by the Iowa Board of Dental Examiners.

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7. Ability to maintain a certificate of registration in dental assisting as required by the Iowa Board of Dental Examiners.
8. Ability to maintain certificate of proficiency in ACLS or PALS or DAANCE required by the Iowa Board of Dental Examiners.
9. Ability to set priorities and respond appropriately to actual and/or potential life threatening situations
10. Ability to work effectively and efficiently under pressure in a stressful environment, often without relief
11. Ability to maintain patient confidentiality.
12. Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner to patients, visitors, and fellow staff members.
13. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.
14. Ability to work safely and willingness to comply with special safety and health precautions.
15. Ability to follow protocols for the disposal of linen, waste and contaminated tissue, supplies and equipment.
16. Ability to transport and/or escort patients.
17. Ability to follow universal precautions.
18. Ability to provide care with regard to patient condition and age.
19. Ability to use supplies and equipment in a cost-efficient manner.
20. Ability to maintain personal appearance in accordance with dress code.
21. Ability to alter work schedule to meet unit/patient needs.
22. Ability to be punctual and dependable.
23. Ability to maintain effective working relationships.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Successful completion of a CODA accredited dental assistance program or one year of full time equivalent chairside assistant experience assisting in four-handed method of dentistry.

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2. Must have a current certificate of registration to practice as a dental assistant issued by the Iowa Board of Dental Examiners (QDA)
3. Must possess current Iowa certificate of proficiency in dental radiography.(QDA)
4. Must possess current certification in ACLS or PALS or DAANCE

REVISION EFFECTIVE: July 1, 2022