 **Surgical Assistant Standard Job Description**

**Classification Title:** Surgical Assistant

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 7

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Dallas / Ft. Worth | $21.51 |

**Job Description Summary:**

The Surgical Assistant provides the technical and administrative skills required in assisting dental faculty and residents in the care of dental patients. The Surgical Assistant will assist surgeons and other medical professionals in the operating rooms and similar environments like clinical procedure rooms. Responsibilities include performing a variety of tasks to assist faculty and residents in giving therapeutic, surgical and basic life support treatment to dental patients. They will prepare patients, rooms, and equipment for pending surgical procedures and assist during those procedures as part of a team of operating room professionals.

**Essential Duties and Tasks:**

**60%: Clinical Support**

* Provides direct chairside assistance to support faculty, residents and student dentists during the examination and treatment of patients.
* Performs patient care procedures to include preparing the patient and treatment room for the specific type of appointment.
* Coordinates doctor and clinic schedules with patient records.
* Oversees and ensures the cleanliness of exam and treatment rooms and is maintained at the highest standards to prevent the spread of infection and
* protocols are followed.
* Monitors the stocking of patient care rooms and nurses' stations to ensure supplies are on hand as needed for patient care and support compliance
* requirements.
* Maintains knowledge of Guidelines for Perioperative Practice Clinical expertise in the following areas: surgical instruments and their application to different procedures; assisting a surgeon during a surgical procedure; application of postop dressings; and closing a surgical incision.
* Maintaining the integrity of the sterile field and aseptic technique.
* Provides patient information to families to include postoperative care instructions.
* Records pertinent clinic data including blood pressure, pulse, respiratory rate, temperature, and diagnostic aids.
* Packages tissue and biopsy specimens and sends them to pathology laboratory.
* Changes dressings, cleans wounds or surgical sites, and removes sutures.
* Maintains active inventory of equipment and supplies.
* Provides radiographic services and assists with oral photography.
* Performs disinfection/sterilization of the operatory, instruments and equipment according to required procedures.
* Utilizes recommended infection control procedures at all times.
* Utilizes dental materials and instruments for procedures and ensures the setups are appropriate for the dental procedure performed.

**40%: Surgical Operation Support**

* Prepares patients and assists during dental surgery.
* Assists with monitoring sedated patients.
* Retrieves and organizes medications used for intravenous sedation.
* Organizes and maintains surgical setups in the operating room.
* Maintains operating room privileges at partnering hospitals.
* Assist in emergency rescue procedures when needed.
* Performs appropriate counts with circulator prior to the operation and before incision is closed.

**Qualifications:**

**Required Education:**

* High School Diploma or equivalent combination of experience and education.

**Required Experience:**

* Two years of related experience in a dental surgical environment or similar hospital setting.

**Required Licenses and Certifications:**

* CPR Certified.
* Registered Dental Assistant (RDA).

**Preferred Qualifications:**

* Experience in the operating room, sedation monitoring, medical restraint usage, and four-handed dentistry.
* Nitrous and radiograph certified.
* Hospital credentials and Operating Room credentials.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines or equipment used in the performance of essential duties:**

* Dental equipment/tools

**Physical Requirements:**

* Ability to lift and move medium weight objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**