UNIVERSITY OF SOUTHERN CALIFORNIA

Dental Dispensary Aide

Job Code: 191107

Grade: C
OT Eligible: Yes
Comp Approval: 11/8/2005

JOB SUMMARY:

Assists in the operation and maintenance of one or more dispensaries. Prepackages and distributes dental materials and equipment to dental students, hygiene students, and faculty. Orders supplies and stocks shelves to ensure continuity of items for dispensary operation. Maintains accurate account on the computer of items scanned out and in from the dispensaries. Reviews and arranges supplies for pre-clinical classes, as needed. Maintains dispensaries as a clean and organized unit.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______ Controls distribution of clinical equipment. Signs and/or scans equipment in and out of the computer. Notifies the appropriate students and/or doctors regarding items that have not been returned.

______ Maintains, prepares and dispenses materials and supplies. Prepackages dental materials according to various dental procedures. Prepares solutions. Follows appropriate protocols for materials and equipment handling.

______ Transfers data from handheld scanning devices into a computer.

______ Maintains dispensary in clean and orderly fashion. Cleans shelves. Maintains, disinfects, and sterilizes equipment.

______ Learns and applies proper techniques for handling used instruments, disposable materials, chemicals and dental materials.

______ Opens clinic or preclinic dispensary and prepares for operation.

______ Orders supplies. Unpacks and stocks shelves to predetermined levels.

______ Controls supply of lab coats. Sorts and distributes lab coats.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
Specialized/Technical Training

Minimum Experience:
6 - 12 Months

Minimum Field of Expertise:
Service oriented and ability to interact effectively with faculty, staff and students. Requires knowledge of computer operations.

Preferred Education:
CDA (Graduate of dental assisting program)

Preferred Field of Expertise:
Some experience in dental assisting.

Skills: Administrative:
Communicate with others to gather information
Gather data
Input data
Maintain filing systems
Maintain logs
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

Comments:
Requires start time of 8:00 a.m. and the ability to work night clinics twice per week.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: _________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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