


DUTIES AND RESPONSIBILITIES OF HOSPITAL MULTI-TASKING STAFF(DENTAL)

1. Assist dental surgeon and resident doctors and work under their direction and take over duties of dental technician/dental chair side assistant in their absence/leave.
2. Call patients from their waiting area, assist their seating on the dental chair, drape the patient and put a glass of water for the patient.
3. Do proper sterilization of instruments, linen and other appliances/equipments immediately before and after use.
4. Keep instruments neat, clean and tidy and ensure their readiness before every procedure.
5. Perform asepsis of the dental chair unit, maintain care and cleanliness of sterilizers and the dental surgery room and do proper biomedical waste disposal.
6. Take/develop dental X-rays and prepare sterile cotton and gauze for day to day use.
7. Give appointment to the patients on the direction of dental surgeon, maintain patient records and enter daily work done in the register/computer.
8. Construct plaster cast of impressions of the mouth and carry out other lab work as directed by the dental surgeon.
9. Bring instrument, material and medicine from store and keep record of it.
10. Being responsible for storage, maintenance, accounting of instrument, dental chairs and other supplies belonging to the dental operatory, laboratory and recovery room.
11. Responsible to ensure the proper supply of oxygen and other life saving devices.
12. Responsible to provide all the equipments/ instruments for the operation theatre.
13. Taking adequate precautions against fire and other hazards.
14. Keeping the emergency outfit up-to-date and in good working order in the dental surgery.
15. To ensure periodic testing of electric/electronic equipments by the electrician/technician.
16. Helping in arranging transfer of patients to and fro from the dental surgery.
17. Keep all the records of machines/equipments including the date of installation and the expiry of the items/articles/materials/spares and annual services and regularly submit reports of the function/performance of the machines/equipments to the Head of Department.
18. He/She will not treat patients and should be available in the surgery till the last patient is attended and ensure opening and closing of all surgeries including all medical/electrical equipments.
19. He/She should maintain proper attention to dress and wear a name plate with designation at all times.
20. He/She will be responsible for carrying official files and Dak to and fro as required by officer/HOD
21. He/She will carry used linen to the laundry and bring clean linen back.
22. Any other duties assigned by the dental surgeon/HOD.


17/06/14
HOD/I/C (Dental)


Deputy Director (Admn.)


Medical Superintendent