


Dr. Ram Manohar Lohia Hospital, New Delhi

Duties and Responsibilities of Dental Technicians

1. Assist dental surgeon and resident doctors and work under their direction.
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 cleaning and sterilization of instruments, linen and other appliances/equipments immediately before and after use.
4. Take and develop dental X-rays and prepare sterile cotton and gauze for day to day use.
5. Give appointment to the patients on the direction of dental surgeon, maintain patient records and enter daily work done in the register/computer.
6. Construct plaster cast of impressions of the mouth and carry out other lab work as directed.
7. Bring instrument and material from store and maintain record of it.
8. Will be responsible for storage, maintenance, accounting of instruments, dental chairs and other supplies belonging to dental operatory, laboratory and recovery room.
9. Responsible to ensure the proper supply of oxygen and other life saving devices.
10. Responsible to provide all the equipments/instruments for the operation theatre.
11. Be alert and perform regular preventive maintenance of instruments and equipment.
12. Keeping the emergency outfit up-to-date and in good working order in the dental surgery.
13. Ensure periodic testing of electric/electronic equipment by the electrician.
14. Helping in arranging conveyance of patients to and fro from the dental surgery.
15. Keep instruments neat, clean and tidy and keep them ready before every procedure.
16. Perform asepsis of dental chair unit and clinical area, maintain care and cleanliness of sterilizers and the dental surgery room and do proper biomedical waste disposal.
17. Upkeep the dental surgery room including the dental chair unit and any other civil or electric work.
18. Keep the record of the patient and enter daily work done in the register.
19. 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
20. He/She will not treat patients. He should maintain unscrupulous cleanliness of person and dress and wear a name plate with designation at all times.
21. Any other duties assigned by the dental surgeon.


DR. HOD S/MSH
22/5/2014
HOD(Dental)


Medical Superintendent


21/5/19
Deputy Director (Admn.)