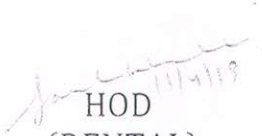



Dr. Ram Manohar Lohia Hospital, New Delhi
Duties and Responsibilities of Dental Chairside Assistant

1. Assist dental surgeon and resident doctors & Dental Technician and work under their directions.
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. Keep instruments neat, clean and tidy and keep them ready before every procedure.
5. 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.
6. Take and develop dental X-ray 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.
9. Bring instruments and material from store and keep record of it.
10. Will responsible for storage, maintenance, accounting of instruments, dental chairs and other supplies belonging to dental operator, laboratory and recovery room.
11. Keeping the emergency outfit up-to-date and in good working order in the dental surgery and oxygen and other life saving devices.
12. Responsible to provide all the equipments / instruments for the operation theatre.
13. To ensure periodic testing of electric / electronic equipments by the electrician / technician and taking adequate precautions against fire and other hazards.
14. Helping in arranging transfer of patients to and fro from the dental surgery.
15. Any other duties equivalent to the post assigned by the Dental Surgeon / HOD.


HOD
(DENTAL)



DY. DIRECTOR
(ADMN.)



MEDICAL SUPERINTENDENT

Dr. Ram Manohar Lohia Hospital, New Delhi

Duties and Responsibilities of Dental Technician

1. Assist dental surgeon and work under their direction and also perform the duties of the Dental Hygienist as and when required.
2. Do proper cleaning and sterilization of instruments, linen and other appliances / equipments immediately before and after use.
3. Take and develop dental X-ray and prepare sterile cotton and gauze for day to day use.
4. Give appointment to the patients on the direction of dental surgeon, maintain patient records and enter daily work done in the register / computer.
5. Construct plaster cast of impressions of the mouth and carry out other lab work as directed.
6. Will responsible for storage, maintenance, accounting of instruments, dental chairs and other supplies belonging to dental operatory, laboratory and recovery room.
7. Responsible to provide all the equipments / instruments for the operation theatre.
8. Be alert and perform regular preventive maintenance of instruments and equipment.
9. Keeping the emergency outfit up-to-date and in good working order in the dental surgery and oxygen and other life saving devices.
10. Keep instruments neat, clean and tidy and keep them ready before every procedure.
11. 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.
12. Upkeep the dental surgery room including the dental chair unit and any other civil or electric work.
13. He will supervise the Chairside Assistant and other staff regarding their duties.
14. Any other duties equivalent to the post assigned by the Dental Surgeon / HOD.


HOD
(DENTAL)



DY. DIRECTOR
(ADMN.)



MEDICAL SUPERINTENDENT

Dr. Ram Manohar Lohia Hospital, New Delhi

Duties and Responsibilities of Senior Dental Technician

1. He will assist one of the Senior Dental Surgeon in the surgery and Resident Doctors as well.
2. He will carry out duties under the direction of Dental Surgeon I/C Surgeon/HOD.
3. He will ensure the care and cleanliness of the dental surgeries and other accommodation allotted to the centre, together with its fittings, apparatus and equipments prior to commencement of each working session. He will carry out an inspection and satisfy himself that the requisite preparations have been made. He will at once report to the HOD any deficiency, damage or any other unusual occurrence he may observe.
4. He will ensure periodic testing of electric/electronic equipment by the electrician.
5. 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.
6. He will carry out duties of dental technician in connection with the dental surgery according to the directions of dental surgeon I/C of surgery / HOD.
7. He will be responsible for the care and good order of the equipment in the workplace.
8. He will supervise all the dental staff.
9. Any other duties equivalent to the post assigned by the Dental Surgeon / HOD.


HOD
(DENTAL)


DY. DIRECTOR
(ADMN.)


MEDICAL SUPERINTENDENT