

Dental Assistant

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Company: Almoosa Specialist Hospital

Location: Saudi Arabia

Category: other-general

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES :

- . Receives, screens, interviews, and registers patients.
- . Takes and records vital signs, screens for fall and pain.
- . Performs Patient and Family education.
- . Assist the physician with routine medical procedures, as appropriate to training and/or competency.
- . Providing privacy and dignity all the time.
- . Assists in maintaining the cleanliness and service ability of unit facilities and equipment arranges for maintenance and repair as needed.
- . Gives appointment to patient's for follow-up visit as instructed by the clinic physician and arrange in the appointment section.
- . Assist and transport patient for admission.
- . Checks the functionality and availability of instruments and equipments in each clinic and reports to Charge/Dental supervisor for any defective instruments or equipments.
- . Orders and maintains inventories of supplies, as required to support day-to-day unit clinical and administrative operations.
- . Establishes and maintains effective working relationship with other members of the health care team.
- . Adheres to the hospital policies and to know the proper chain of commands at all times.

- . Participates in Dental Assistants activities and continuous education program if advised to do so.
- . Complies with the standards of infection control.
- . If a fluent Arabic language speaker, assist with interpreting for Non-Arabic speaking physicians when necessary.
- . Perform other applicable task and duties assigned with the realm of his/her knowledge skills and duties.
- . Prepare monthly census as requested.
- . Participate in accreditation activities and attend unit meeting.
- . Provide personalized coordinated care, support and treatment for patients and families.
- . Treat people with dignity, compassion, and respect.
- . Involving patients in decisions and helping them take actions to support themselves.

QUALIFICATIONS :

- . In-house training and competency
- . Undergraduate of nursing program

PROFESSIONAL EXPERIENCE :

- . One year clinical experience.

SPECIALIZED SKILLS :

- . Ability to work independently within the hospital.
- . Excellent English and preferably Arabic verbal and written communication skills.
- . Skill in use of computers and related software applications.
- . Strong motivational skills.
- . Team working skills.
- . BCLS licensed

COMPETENCE :

- . Knowledge of patient registration and documentation.
- . Knowledge of medical terminology.
- . Knowledge of clinical operations and procedures.
- . Ability to perform basic patient assessment and referrals.

REQUIRED ATTITUDE TO PERFORM THE JOB :

- . The ability to communicate with and gain the trust of people from a range of backgrounds.
- . Empathy, sensitivity and emotional flexible to be able to help Patient/families under what may be difficult circumstances.

- . Flexibility to deal with a variety of patients at one time.
- . Proper, effective and compassionate communication.

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