

Central Sterilization Supervisor - School of Dental
Medicine
Tufts University

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Posted Jan. 15, 2021, set to expire May 30, 2021

Job Title Central Sterilization Supervisor - School of Dental Medicine
Department
Institution Tufts University
Boston, Massachusetts

Date Posted Jan. 15, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Health Services

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Job Description

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

Clinical administration supports the clinical and educational efforts within the pre-doctoral and postgraduate clinic operations. The clinical administration staff provides courteous, professional and effective support services and is committed to providing patient, student, and faculty with information, guidance, and quality service to contribute to a successful dental clinic experience. This includes maintaining a safe environment, assuring that patients' dental needs are addressed in a caring, confidential, timely, and thorough manner that patients are informed about their treatment and clinic

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procedures, and those patients' finances are handled accurately and efficiently.

The central sterilization facility is responsible for sterilization processing, security and transportation of equipment and instruments used in patient care within the dental school clinics for treatment of more than 600 patients per day.

The Central Sterilization Supervisor is a working supervisor who assists in supervision of the facility and all of the CSF staff members, coordinates processing of clinical instruments through sterilization, arranges transportation of adequate inventory to multiple locations within the building, and ensures security through the instrument tracking computer system. Partners with the Central Sterilization Manager to ensure policies and procedures are accurately and safely followed and communicates with other Clinical Affairs supervisors to ensure staff, inventory and workflow meet the needs of the clinic. Provides excellent customer service to staff, faculty, and students at all times to ensure a smooth operation of the clinic. Addresses and resolves conflicts and barriers to productivity which occur within the team, and escalates unresolved matters to the manager.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact