

MISSION CITY COMMUNITY NETWORK - JOB DESCRIPTION



Job Title: Dental Hygienist
Department: Dental
Reports to: Dental Director

SUMMARY:

Under general supervision of licensed dentists, perform basic dental care tasks, mostly focused on keeping patients' teeth and gums clean. Hygienists often see patients on their own, working closely with dentists. Daily duties include removing plaque from and polishing a patient's teeth during a routine checkup, screening patients, reviewing a patient's oral health history and teaching appropriate brushing and flossing techniques. Promotes dental health by completing dental prophylaxis; charting conditions of decay and disease; performing procedures in compliance with the dental practice act. Use of X-ray machines to take pictures of the teeth and develop the film for the dentist's analysis.

I. Qualifications:

A. Education, Training, and Experience:

1. Graduate of an accredited Dental Hygiene school.
2. Copy of the certificate for completing Dental Assistant course.
3. Completion of internship at an appropriate facility.
4. Unrestricted License to practice Oral Hygiene in the State of CA.
5. High School Diploma accredited by WASC.

B. Specific Skills and Special Abilities:

1. Understanding of, and ability to perform, the duties of a Dental Hygienist.
2. Speak English clearly and ability to communicate with medical staff, parents, patients, as well as other health professionals.
3. Bilingual English/Spanish or threshold language of patient population.
4. Write and print legibly in English, and, as necessary, in the second language.
5. Current CPR (BLS) certification.
6. Ability to learn new skills, as necessary.
7. Flexibility and ability to change.
8. Comprehensive knowledge of oral hygiene care in outpatient settings.
9. Knowledge of the principles and practice of modern oral hygiene and periodontal patient care is necessary.
10. Be cognizant of the public health, social and economic factors which impact on the overall health, and more specifically the oral health of the

Other:

1. Valid Ca license; valid vehicle insurance and available vehicle, as needed.

II. Essential Functions:

1. Assists in the oral health management of all clinic patients.
2. Prepares treatment room for patient by adhering to prescribed procedures and protocols.
3. Prepares patient for dental hygiene treatment by welcoming, soothing, seating, and draping patient.
4. Obtains baseline oral hygiene assessment data based upon accepted principles of oral hygiene and periodontal care.
5. Provides information to patients and employees by answering questions and requests.
6. Maintains instruments and equipment for dental hygiene visit by evaluating patient's oral health.

7. Completes dental prophylaxis by cleaning deposits and stains from teeth and from beneath gum margins.
8. Documents dental hygiene services by recording vital signs and medical and dental histories; charting in patient records.
9. Educates patients by giving oral hygiene and plaque control instructions and postoperative instructions; providing reminders of time of next dental hygiene visit.
10. Organizes and performs preventive oral health presentations at on-site and off-site locations.
11. Assists in the provision of technical assistance and health education in the community as requested.
12. Performs independent procedures as delegated and directed by a dentist in accordance with state regulations and law as well as Dental Department protocol and directive.
13. Helps dentist manage dental and medical emergencies by maintaining cpr certification, emergency drugs and oxygen supply, and directory of emergency numbers.
14. Protects patients and employees by adhering to infection-control policies and procedures.
15. Maintains safe and clean working environment by complying with procedures, rules and regulations.
16. Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care of the Dental Department.
17. Assists with various clinical and administrative functions of the clinic as appropriate and time permits.
18. Maintains patient confidence and protects operations by keeping information confidential.
19. Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; maintaining equipment inventories; evaluating new equipment and techniques.
20. Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipts of supplies.
21. Conserves dental resources by using equipment and supplies as needed to accomplish job results.
22. Complies in full with the center's Exposure Control Plan.
23. Travels when necessary to meet operational needs.
24. As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
25. Responsible for personal compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene services as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.

III. Internal Interaction

A. Internal

1. Interacts with patients and families in an appropriate manner.
2. Interacts with the various departments within the clinic appropriately.
3. Conducts self on telephone conversations in an appropriate manner.

IV. Working Conditions:

A. Environment:

1. Works in a physically safe and clean environment.
2. Reports unsafe conditions to supervisor.

B. Physical Demands:

1. STANDING/WALKING: Up to 90% of the workday consists of stand/walking on tile and cement floors while performing DA duties.
2. SITTING: Up to 50% of the workday may be spent sitting answering the telephone, calling out prescriptions and referrals.
3. LIFTING: Lifting may include up to 25 lbs. in moving equipment or assisting disabled patients. 5% of the day involves lifting requiring a full range of motion.
4. CARRYING: Up to 25% of the day may include carrying objects weighing up to 10 lbs., this may include carrying charts and equipment, and newborn babies for circumcisions.
5. PUSHING/PULLING: Up to 5% of the day may require pushing or pulling equipment, drawers, carts and exam table stirrups.
6. CLIMBING: No more than 1% of the time may include climbing one flight of stairs.
7. BALANCING: Up to 1% of the time may be required to use a footstool in retrieving supplies.
8. STOOPING/KNEELING: Up to 5% of the workdays are spent stooping or kneeling to open drawers and gathering equipment.
9. BENDING: Up to 25% of the workday may be spent in bending at the waist picking up charts and assisting the clinician with procedures.
10. CROUCHING/CRAWLING: None required.
11. REACHING/STRETCHING: Up to 3% of the time may require reaching or stretching to retrieve equipment or medications on shelves.
12. HANDLING: Hand and wrist movement is required 50% of the workday in holding charts and supplies.
13. FINGERING Up to 50% of the workday involves writing in the chart, receiving and sending messages and assisting the clinician in surgical procedures and tests.
14. FEELING: Normal tactile feeling is required to perform all job duties, including taking pulses.
15. THROWING: none required.
16. TWISTING: Up to 5% of the day may be required in retrieving supplies or equipment.
17. TALKING: Average ability and fluency in English is required in communicating with patients, staff, and outside agencies, such as pharmacies and physicians' offices.
18. HEARING: Average ability is required in answering the telephone and performing all job duties (particularly taking blood pressures and using a stethoscope).
19. SEEING: Average ability is required to read and follow instructions and assisting patients.

VI. Fiscal Responsibility:

A. General

1. Facilitates cost containment by efficient use of time, resources, equipment, supplies, etc.

EMPLOYEE ACKNOWLEDGMENT:

I have read my job description and understand its contents. I agree to perform the duties and responsibilities to the best of my ability. If at any time I have questions about its contents, I will discuss with my supervisor any clarification. I have received a copy of this job description and understand that it will be used to evaluate my performance both on an ongoing basis and at regular intervals.

Employee Name (Print)

Signature

Date

Initials