



JOB DESCRIPTION

POSITION TITLE: *Registered Dental Hygienist (RDHAP) Job Description*

CLASSIFICATION: Hourly, Non-Exempt

LOCATION: Central City Community Health Clinic

JOB SUMMARY: The Under the supervision of a Dentist in a clinical setting and using established dental hygiene protocols and procedures, the Dental Hygienist provides professional, high-quality dental care and education to a broad range of patients.

ACCOUNTABLE TO: Dental Director

JOB DUTIES: Responsible to perform duties under the direction of the physician or nurse in examination and treatment of patients, including the following:

- Provide clinic services such as TB skin tests.
- Develops and implements individualized dental care plans for patients, performs patient education and risk protocols under the supervision of a dentist
- Self-reliant
- Delivers direct patient care to patients as assigned, using established dental hygienist procedures, such as cleaning, polishing, taking x-rays, application of sealants, fluorides and varnishes and related procedures
- Assesses dental conditions and risk, uses patient screening procedures, including medical history review, dental charting and perio-charting
- Takes patient vital signs as required
- Provides complete documentation of all findings, treatments and outcomes
- Evaluates patients and implements treatment regimens under the supervision of the Dentist
- Provides high-quality dental hygiene care within the scope of service consistent with accepted standards of care
- Patient screening procedures such as assessment of oral health conditions, review of the health history, oral cancer screening, head and neck inspection, dental charting
- Assumes responsibility for the upkeep of the dental operatory and equipment

- Performs routine cleaning and maintenance of dental equipment in assigned operatories and for the assigned equipment
- Removing calculus and plaque (hard and soft deposits) from all surfaces of the teeth
- Applying preventive materials to the teeth (e.g., sealants and fluorides)
- Counseling patients about good nutrition and its impact on oral health
- Performing documentation and office management activities
- Serving as an infection control officer, abiding by infection control protocol and preparing and sterilizing instruments and equipment as needed
- Uses downtime to clean and restock operatories
- Helping patients feel comfortable before, during and after dental treatment
- Providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
- Teaching patients appropriate oral hygiene strategies to maintain oral health (e.g., tooth brushing, flossing and nutritional counseling)
- Helps dentist manage dental and medical emergencies by maintaining cpr certification, emergency drugs and oxygen supply, and directory of emergency numbers

Special Knowledge, Skills, Abilities and Attributes:

- Work effectively with individuals and follow oral and written directions.
- Mature judgment, tact, discretion and confidentiality are mandatory.
- Ability to maintain quality, safety and infection control standards
- Thorough knowledge of dental terminology
- Thorough understanding of the theories, methods and procedures for the prevention of dental diseases and the required corrective treatment
- Knowledge of community-based dental environment
- Ability to supervise and train employees, organizing, prioritizing and scheduling work assignments
- Knowledge of ethical and legal standards for the delivery of dental hygiene care
- Ability to observe, assess and record symptoms, reactions and progress
- Ability to develop and implement individualized dental hygiene care plans for patients
- Maintains and expands current level of dental hygienist skills and knowledge by periodically attending continuing education programs

Behavioral Qualities

- Ability to foster a cooperative work environment
- Effective verbal and written communication skills
- Ability to work independently with a minimum of supervision
- Responds constructively to pressure situations and time limits
- Accepts and offers guidance and supervision as appropriate
- Professional, pleasant and effective representation of the organization
- Attends and participates in staff meetings to review team progress
- Places a high value on personal and departmental performance excellence
- Adheres to office dress code and standards of behavior
- Maintains patient confidentiality

Mental Demands

- Tactful, Diplomatic, Empathetic
- Communicate effectively and tactfully with patients, customers, managers and other levels of personnel, in person and on the telephone.
- Pay close attention to detail.
- Organize and schedule work effectively.
- Handle multiple tasks.
- Work in a fast-paced environment.

Education and Experience Requirements

- Must be a Registered dental hygienist in alternative practice (RDHAP) from an accredited program with a current license to practice in the state of California
- 2-year certificate program or associate degree program in dental hygiene from an institution accredited by the Commission on Dental Accreditation
- Current CPR certification

Working Conditions

Normal clinic environment with:

- Occasional walking, reaching with hands and arms, stooping and kneeling.
 - Ability to handle multiple tasks while also being tactful, diplomatic, and empathetic.
 - Ability to organize and schedule work effectively.
 - Ability to communicate effectively and tactfully with patients, customers, managers and other levels of personnel, in person and on the telephone.
 - Ability to pay close attention to detail.
 - Ability to maintain composure under conditions of urgency and/or time constraint.
 - Ability to work under pressure in a fast-paced environment.
 - Ability to handle and maintain patient confidentiality.
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Acknowledgment of Receipt of the Job Description for Medical Assistant Position:

Statement of the Position Holder:

I accept the accountability of this position and agree to produce the results, perform the work and meet the standards set forth in this Position Agreement.

Printed Name: _____

Signature: _____

Date: _____

Statement of the Position Holder's Supervisor:

I agree to provide a working environment, necessary resources and appropriate training to enable the accountabilities of this position (results, work, and standards) to be accomplished.

Printed Name: _____

Signature: _____

Date: _____

Copies of Acknowledgment of Receipt: 1) To Employee and 2) Employee's Personnel file