

Title: Dental Hygienist
Department: Dental
Supervised: None
Reports To: Dental Program Manager
Status: Hourly/Non-Exempt
Effective Date: 6.1.2023



Primary Accountability

Responsible for providing clinical care within the dental hygienist scope of practice.

Primary Responsibilities and Duties

1. Provides clinical services and health education to improve and maintain the oral health of patients.
 - a. Obtains, interpret, and evaluate personal, medical and dental histories for all patients.
 - b. Takes diagnosable dental x-rays, while practicing patient and operative safety measures during radiation process.
 - c. Completes Oral Cancer exams and evaluate oral cavity for signs of disease.
 - d. Provides dental hygiene treatment to patients by cleaning calcareous deposits, plaque, and stains from teeth above and below the gumline, using appropriate dental instruments.
 - e. Provides clinical services and oral hygiene education to improve and maintain the oral health of patients.
 - f. Places dental sealants or Silver Diamine Fluoride.
 - g. Assists the dentist in the management of medical and dental emergencies.
 - h. Assists the dentist during dental procedures, as needed.
2. Prepares for patient visits.
 - a. Prepares the patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials.
 - b. Prepares exam rooms with equipment and supplies as needed for examination procedures and cleans and restocks examining rooms as necessary.

Quality Responsibilities:

1. Supports the organizations quality improvement program.
 - a. Completes quarterly peer reviews.

Primary Attributes

General Development:

1. Possesses more advanced organizational skills, in order to organize projects or the work of others.
2. Provides leadership and motivation to others.
3. Develops priorities for effective performance of duties, including re-prioritization in response to changes in circumstances.
4. While typically selecting from established alternatives for problem resolution, must modify approaches and responses (within scope of authority) and recommend changes to processes as appropriate.
5. Must draw conclusions using inference and logic, in situations where multiple results are possible from the same data available by others.

Professional and Technical Knowledge:

1. Possesses advanced work-related skills beyond completion of high school, including written and verbal communications skills, computational and computer skills, mathematical, technical or health care related knowledge frequently acquired through completion of a licensed skilled trade para-profession or practical business knowledge.
2. Possesses specific knowledge and training in dental hygiene, including health care related knowledge (e.g., dental terminology) typically acquired during completion of a Dental Hygiene program.
3. Successful performance requires a full understanding of all aspects of the profession or trade sufficient to effectively train or instruct others, or to serve as a resource to employees.
4. Maintains current knowledge of standards of care and practices, typically acquired through continuing education.

Licenses and Certifications:

- WI State Dental Hygienist licensure.
- CPR/Basic Life Support Certification.

Technical Skills:

1. Demonstrates necessary proficiency of HIPAA rules, regulations, and health center policies related to patient privacy.
2. Demonstrates necessary proficiency of personal safety and hygiene, infection control protocols in compliance with CDC and OSHA regulations and guidelines.
3. Demonstrates necessary proficiency with all electronic clinical systems, including EHR and scheduling systems, in use at the health center.
4. Demonstrates ability to proficiently use the AED machine.
5. Demonstrates ability to instruct patients in oral hygiene and plaque control programs while recommending treatment programs.

Communication Skills:

1. Effectively communicates not only facts or the results of analysis, but the employees' opinions and extrapolations of information they collect and synthesize/analyze.
2. Exercises tact and diplomacy in the resolution of mild conflicts or disagreements that would be considered at a level of basic "customer service".
3. Effectively communicates written information (including electronic correspondence).
4. Effectively conveys technical information to non-technical audiences.

Physical Demands:

- Duties performed in a typical clinic environment

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

Signature

Date