

2017 DENTAL HYGIENIST JOB DESCRIPTION

Job Description: *Dental Hygienist*

Revised: June 27, 2016

Education/Training:

- Education and License:
 - Two (2) year Associate Degree program from an commission accredited school for Dental Hygienist
 - Current License Texas State Board of Dental Examiners
 - Passing Score on National Board Dental Hygiene Examination
- Certified:
 - Current CPR Certification preferred (American Heart Association)

Experience/Skills:

- One (1) – Two (2) years of on the job experience preferred
- Familiarity with American Dental Association Dental Practice Parameters
- Familiarity with Accreditation Association for Ambulatory Health Care Standards

Professional Summary:

The dentist and the dental hygienist work together to meet the oral health needs of patients. He or She must exhibit clinical experience in their area of expertise. The Dental Hygienist operates and maintains the x-ray equipment to obtain the highest quality images. The Dental Hygienist will maintain harmony with physicians, co-workers, and supervisory staff. He/She will ensure the safety and care of all patients and personnel. They perform chair-side duties, such as handing the dentist the proper materials and tools. They operate the suction hose that keeps the patient's mouth dry so the dentist can work on it. Dental Hygienist often operate X-ray machines. Sometimes Dental Hygienist make an impression of a patient's mouth or teeth. They may also sterilize instruments, develop X-rays, and mix compounds for cleaning or filling teeth. Dental hygienists are licensed professionals who help dentists provide treatment and care of the mouth, teeth, and gums. State laws limit the duties that hygienists may perform. Hygienists examine patients' teeth and gums. They remove stains and tartar, a hard, yellow deposit. They also perform root planning, a procedure that smoothes and cleans the root of the tooth. In addition, dental hygienists take and develop dental X-rays to help diagnose problems and apply fluorides and sealants to help prevent cavities. Hygienists teach patients how to prevent dental problems, emphasizing the importance of good nutrition, proper brushing, and regular dental checkups. In small dental offices, a hygienist may also act as the office assistant or the laboratory technician. Hygienists may schedule appointments and do laboratory work, such as polishing gold inlays and making models from dental impressions. However, not all dental hygienists work in dental offices. There are also job opportunities in clinics and public health agencies.

Duties and Responsibilities:

1. CUSTOMER SERVICE

- a. Demonstrates effective verbal and written communication. Utilizes proper etiquette with Telephone and Electronic mail.
- b. Anticipates and provides resolution to issues based on the needs and expectations of our customers.
- c. Consistently displays professional, compassionate behavior that enhances the public image of DPS evidenced by professional care of patients and courteous behavior toward the public and co-workers.
- d. Responds to the dentist, patients and co-workers request for information and assistance in cooperative manner and within appropriate time frame.

- e. Channels concerns appropriately through Chain of Command; deals with conflict appropriately/private
- f. Treats others with respect at all times; maintains a work environment free of harassment, hostility, threats or violence.

2. JOB KNOWLEDGE

- a. Demonstrates a thorough knowledge of routine dental procedures and diagnostic test without doctor's supervision.
- b. Demonstrates initiative and enthusiasm in performing job duties.
- c. Demonstrates ability to take and develop dental X-rays and maintain X-ray machine.
- d. Demonstrates ability to accept and act upon suggestions for improved performance.
- e. Demonstrates ability to perform work in an accurate and timely manner during periods of increased workload and high stress.
- f. Demonstrates the ability to teach patients how to prevent dental problems.

3. DPS/CLIENT(S) SITE DEPARTMENT POLICY AND PROCEDURES

- a. Adheres to the policies and procedures of the DPS/ Facility organizations/departments, and regulatory/ accrediting agencies.
- b. Ensures accuracy and completeness of documentation and work performed per Facility policy.
- c. Adheres to DPS payroll practices; accurate documentation of time worked.
- d. Completes all Facility orientations and DPS annual requirements when notified.
- e. Demonstrates appreciation of cost factors in the routine performance of duties; maximizes cost efficiency and appropriate utilization of supplies.
- f. Wears unobstructed identification badge in visible designated location while on duty.
- g. Demonstrates knowledge, understanding, compliance with Facility Infection Control policies and practices.
- h. Demonstrates knowledge and understanding of Facility's and DPS Environmental Safety policies (i.e. Fire, Security, Disaster, Hazardous Material, etc)
- i. Utilizes appropriate resources, is familiar with and reviews Facility policy and procedure as the "standard of care", for positive patient care outcomes.

4. ETHICS

- a. Demonstrates understanding of, adherence and commitment to the Code of Conduct.
- b. Conduct reflects DPS values; accepts the responsibility to act with absolute honesty, integrity and fairness professionally and personally.
- c. Attends Code of Conduct training - annually.
- d. Conducts daily activities in accordance with the Ethics and Compliance Program, policy and directives.
- e. Verbalizes the process for resolution of ethical issues in the Facility's and how to initiate an ethics consult.
- f. Maintains privacy and confidentiality (intentional or unintentional) of patient and employee information in verbal, written and electronic form. Limits access to patient/employee information on a job-related need to know basis.
- g. Complies with DPS & Facility's risk management program timely/accurate occurrence reporting.

5. PATIENT RIGHTS

- a. Demonstrates awareness and respect for the patient/family/significant others dignity and values; identifies cultural and religious needs, emotional and language barriers, physical, cognitive, psychological and educational limitations.
- b. Maintains and protects patient's security, privacy and confidentiality in all aspects of patient care.
- c. Knowledgeable of what constitutes an informed consent; facilitates the process of obtaining consent.

- d. Involves the patient and/or family in all processes and planning; respecting the Patient's rights. Serves as patient advocate.

6. CARE OF THE PATIENT

- a. Understand and demonstrate proper sterilization, biohazard and infection control procedures in compliance with assigned protocol.
- b. Demonstrate complete knowledge of dental terminology.
- c. Demonstrate complete knowledge and usage of dental instruments, tray setups, and instrument sharpening.
- d. Properly take, develop and mount all radiographs.
- e. Demonstrate proficient skills in dental prophylaxis and proper use of cavitron/prophy jet.
- f. Effectively communicate Oral Hygiene Instruction and dispense proper oral hygiene aids.
- g. Chart entire dentition and hard and soft tissue evaluation, including existing restorations, decay, perio charting and treatment documentation.
- h. Stock all needed supplies and maintains equipment.
- i. Understand and utilize basic insurance knowledge and financial policies.
- j. Provide positive and professional leadership. Demonstrate positive patient and staff rapport.
- k. Properly handle specialty referrals.
- l. Successfully maintain recall system.
- m. Demonstrate basic knowledge of applicable computer functions.
- n. Comply with American Dental Partners of protocols and AAAHC standards.
- o. patient screening procedures; such as assessment of oral health conditions, review of the health history, oral cancer screening, head and neck inspection, dental charting and taking blood pressure and pulse
- p. taking and developing dental radiographs (x-rays)
- q. removing calculus and plaque (hard and soft deposits) from all surfaces of the teeth
- r. applying preventive materials to the teeth (e.g., sealants and fluorides)
- s. teaching patients' appropriate oral hygiene strategies to maintain oral health; (e.g., toothbrushing, flossing and nutritional counseling)
- t. counseling patients about good nutrition and its impact on oral health
- u. making impressions of patients' teeth for study casts (models of teeth used by dentists to evaluate patient treatment needs)
- v. performing documentation and office management activities

7. PATIENT/FAMILY EDUCATION

- a. Utilizes a collaborative and interdisciplinary process to provide appropriate patient/family education, based on plan of care.
- b. Provides patient and family education based on assessed learning needs, abilities, preferences and readiness.

8. LEADERSHIP

- a. Demonstrates clinical expertise and professionalism when responding to emergency situations.
- b. Communicates patient care needs with physicians and plans for appropriate interventions.
- c. Recognizes patient care priorities and delegates appropriately based on staff competency and patient need.
- d. Implements Facility chain of command as appropriate for safe patient outcomes.
- e. Adheres to all regulatory and legal requirements on the performance of job duties: Ex: JCAHO, OSHA, ADA, Federal and State regulations governing patient care and practice of nursing

9. ENVIRONMENT OF CARE

- a. Reports hazardous conditions and equipment malfunctions to appropriate person; assists in maintaining safe, comfortable and therapeutic environment.

10. MANAGEMENT OF HUMAN RESOURCES

- a. Demonstrates competence to assess, treat, and care for patients of the age of the population served.
- b. Participates in ongoing in-service and education to ensure competency in assigned area of practice.

11. MANAGEMENT OF INFORMATION

- a. Maintains privacy, confidentiality, security and integrity of patient and organizational data.
- b. Reviews, clarifies and completes notations of physician orders.
- c. Concise documentation of clinical information to support the assessment, monitoring, treatment, and education provided during shift.
- d. Maintains security of personal passwords.

12. INFECTION CONTROL

- a. Serves as effective resource about infection control issues
- b. Immediately disposes of biomedical waste in designated container.
- c. Communicates actual/potential infection control concerns to the Infection Control Coordinator in a timely manner.

Mental Skills and Abilities:

- **Math** - Ability to add, subtract, multiply and divide; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics.
- **Reading** - Ability to read and understand technical journals, manuals, reference books, legal documents and financial reports.
- **Writing** - Ability to write summaries for patient documentation using proper facility approved format and conforming to rules diction and style.
- **Speaking** - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.
- **Reasoning Ability** - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions;
 - To plan work and develop procedures; to learn and/or evaluate information to make judgments and decisions.

Work Situations:

- **Communication** - The ability to relate to people in situations involving more than giving and receiving instructions.
- **Direction, Control and Planning** - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be able to negotiate, organize, direct, formulate practices, or make final decisions.
- **Feelings or Ideas** - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- **Influencing** - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be able to motivate, convince, or negotiate.
- **Measurable or Verifiable Criteria** - Adaptable to generalizing, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations based on data.
- **Performing Under Stress** - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous regarding material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- **Repetitive, Continuous** - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.

- **Sensory or Judgmental Criteria** - Adaptable to generalizing, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- **Set Limits, Tolerances, or Standards** - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- **Variety and Change** - Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

Physical Demands:

- **Light Work** - Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- **Balancing** - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- **Carrying** - Supporting the weight of an object with hands and arms and moving from one place to another.
- **Climbing** - Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms.
- **Crouching** - Bending the body downward and forward by bending legs and spine.
- **Dexterity** - Picking, pinching, or otherwise working with fingers.
- **Eye-Hand-Foot Coordination** - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- **Hearing** - Perceiving the nature, intent or meaning of sounds.
- **Kneeling** - Bending legs at the knee to come to a rest on knee or knees.
- **Lifting** - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- **Pulling** - Exerting a force so as to move an object toward the individual.
- **Pushing** - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- **Reaching** - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- **Sitting** - To rest the body upright supported by the buttocks and thighs.
- **Standing** - To be upright supported by the buttocks and thighs.
- **Talking** - Expressing or exchanging ideas by means of the spoken word.
- **Walking** - Moving about on foot to accomplish tasks.
- **Seeing** - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
 - Clarity of vision at 20 inches or less.
 - Clarity of vision at 20 feet or more.
 - The ability to judge distance and space relationships.
 - The ability to identify and distinguish colors.

Supervision/Contacts:

- Receives supervision from Radiology Manager in assigned area.
- Daily contact with hospital employees and management.
- Daily contact with visitors; occasional contact with outside vendors.

Environment/Hazards:

- Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements; may involve some contact with potentially hazardous or harmful elements in providing administrative or support services.
 - Exposure to Toxic caustic chemical detergents
 - Exposure to potential electrical shock
 - Exposure to high pitched noises
 - Exposure to Communicable diseases
 - Exposure to blood and bodily fluids
- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

Tools and Equipment Used:

Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, Pens, Pencils, Reference Books, Safety Glasses, Mask/Respirator, Gloves, Automobile, and Electrical and Non-Electrical Patient Care Equipment.