

West Cecil Health Center
Job Description
Dental hygienist

OVERVIEW: Provide quality dental care and associated services to patients under the general supervision of a dentist and using established dental hygiene procedures. Assist other staff in a variety of patient care, office and laboratory duties. Perform broad responsibilities for clinic and community dental health education activities

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Provide direct patient care and dental services as trained, licensed, and assigned.
2. Assess dental condition and needs of patient using approved patient screening procedures, including medical history review, dental charting, and periodontal charting.
3. Evaluate overall oral health, examining oral cavity for signs of periodontal disease or possible cancers, including recessed & bleeding gums, and oral lesions.
4. Expose, process and mount radiograph films.
5. Document dental history or chief complaint; record and report pertinent observations and patient reactions to dentists as appropriate
6. Document lab procedures and ensure follow up on results.
7. Follow through with oral hygiene procedures in accordance with treatment plans prescribed by the attending dentist. Procedures may include: prophylaxis, periodontal scaling, root planning, debridement, supra and subgingival scaling and curettage, application of fluoride treatments, and application of protective sealants.
8. Assist with or initiate emergency measures for sudden adverse developments during treatment of patients.
9. Conduct dental health clinics for community groups to augment services of dentists.
10. Help patients feel comfortable before, during and after dental treatment.
11. Educate patients in oral hygiene and dental care, including proper tooth brushing, flossing, nutrition and need for professional care.
12. Demonstrate commitment to the mission of the organization in promoting dental health.
13. Interact positively with a diverse, sometimes difficult, and demanding patient population. Provide service in a manner that is appropriate for the patient's age; demonstrate knowledge and skills necessary to meet the patient's physical, psychosocial, educational and safety needs.
14. Read, write, and maintain patient records and related administrative documentation.
15. Utilize the requisite tools, systems, technology and equipment in the collection of patient data, records management and collections.

16. Demonstrate knowledge and understanding of dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials.
17. Demonstrate knowledge of established oral hygiene concepts and periodontal therapies.
18. Perform other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Improve the oral health of patients through the delivery of periodontal therapies and other dental hygiene related services.
2. Enhance the efficiency of the clinic by performing expanded duties as allowable by law and as directed by the dentist.
3. Ensure all patients enjoy a positive experience, and are treated with the care and compassion expected.
4. Ensure all patient records and related documentation are managed and maintained timely, accurately, and consistent with all HIPAA and related regulations and requirements.
5. Ensure all tasks provided and associated with patient care, patient administrative processes, and related duties comply with all regulatory and accreditation standards, as well as clinic policies and procedures.
6. Ensure direct patient care is delivered using established dental hygiene procedures.
7. Develop favorable relationships with all patients.
8. Interact positively with patients to provide information and education about oral hygiene, handle and resolve patient concerns with enthusiasm and empathy.
9. Establish favorable working relationships with all staff members associated with Clinic operations, including Patient Services Reps (PSR), dental assistants, dentists, and related staff.
10. Uphold and consistently represent the values and mission of the organization at all times.
11. Represent the organization in a highly professional manner at all times.
12. Complete continuing education as necessary to retain state license.

QUALIFICATIONS:

Education:

1. High school diploma or equivalent.
2. Successful completion of an accredited dental hygienist program.

Certification/Licensure:

1. Current Registered Dental Hygienist with state licensure.
2. Current CPR and radiation safety certification.
3. Certification to administer local anesthesia is preferred

Skills:

1. Dental terminology.

2. Strong organizational and interpersonal skills.
3. Knowledge of medical conditions requiring medical consultation or premedication prior to treatment.
4. Knowledge of dental codes.
5. Knowledge of Electronic Medical Record (EMR)

Other Requirements:

1. Maintain current CPR and state dental hygiene license.
2. Ability to multi-task efficiently and effectively.
3. Must be able to act calmly and effectively in a busy or stressful situation.
4. Ability to communicate effectively in the English language in person, by phone and in writing.
5. Ability to demonstrate sensitivity, confidentiality and respect when speaking with patients, peers, faculty and staff
6. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.

Physical requirements:

Visual Requirements: Normal or corrected visual acuity sufficient for observation of oral conditions and for patient assessment

High level of hand-eye coordination necessary for extremely fine motor control

Ability to visually differentiate the color spectrum for tissue conditions and changes

Ability to discern subtle changes in radiographic density

Ability to clearly see the patient's teeth from a 20-inch distance

Auditory Requirements: Correctable hearing in at least one ear and ability to develop reasonable skills of percussion and auscultation

Motor Skills: Gross and fine motor skills sufficient to provide safe and effective patient care

Possession of adequate sensory perception in hands and fingers in order to detect and remove tooth deposits

Full manual dexterity including the functioning of both arms, both wrists, both hands and all fingers.

Tactile ability sufficient for the use of small instruments with control sufficient for instrumentation

Ability to manipulate clinical and laboratory instruments and syringes with sufficient fine motor control to operate in a safe manner to avoid patient injury

Physical strength and Endurance: Motor skills sufficient to render clinical dental hygiene treatment

Physical strength to move themselves (by walker, cane or crutches if necessary) to a position enabling them to provide dental care

Physical strength to assist a patient in transferring themselves to and from a dental chair

Physical strength needed to perform CPR for an extended period of time

Ability to remain continuously on task for several hours while sitting, standing or moving.

I have read and understand this position description. I understand that, while every effort has been made to describe the nature of the work entailed, this description cannot be construed as an exhaustive list of all responsibilities, duties and skills required for this position. I also understand this position description may be changed in the interest of better patient care or more efficient operation of the health center, and that notification of any change in this position description will be made in writing. I also acknowledge that nothing explicitly stated or implied in this position description alters the at-will status of my employment relationship with West Cecil Health Center, Inc.

[Employee signature]

[Date]

[Employer signature]

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