



01/05/2015

JOB TITLE: DENTAL HYGIENIST

JOB SUMMARY

The Dental Hygienist creates one of the first impressions and a lasting impression for each patient. The Hygienist promotes dental health by completing dental prophylaxis and periodontal scaling; educates patients on oral health and needs. This position puts patients at ease while practicing and performing excellent dental cleaning techniques. Performs other related duties such as greets patients, schedules appointments, answers phones, assists in monitoring administrative records and financial records such as billing and payments. Additionally, this position is responsible for the record keeping and documentation of procedure notes and posting appropriate billing codes.

ESSENTIAL FUNCTIONS

- Prepares treatment room for patients, welcoming, soothing and draping patient
- 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
- Taking dental radiographs (x-rays)
- Dental hygiene exam and charting of intra oral and extra-oral conditions, which include periodontal charting, dental charting
- Periodontal scaling and root planning
- Administration of local anesthesia for pain control
- Administration of nitrous oxide/oxygen sedation for anxiety and pain control
- Maintaining patient confidence and protects operations by keeping information confidential
- Removing calculus and plaque (hard and soft deposits) from all surfaces of the teeth
- Applying preventative materials to the teeth (e.g. Sealants and fluorides)
- Teaching patients appropriate oral hygiene strategies to maintain oral health; (e.g. tooth brushing, flossing and nutritional counseling)
- Giving postoperative instructions, providing reminders of time of next dental hygiene visit
- Counseling patients about good nutrition and its impact on oral health
- Maintains safe and clean working environment by complying with procedures, rules and regulations
- Protects patients and employees by adhering to infection-control policies and protocols
- Maintains dental supplies inventory by checking stock to determine inventory levels; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies

- Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs
- Taking impressions of patients' teeth for study casts
- Ensure compliance with OSHA and dental board procedures
- Other duties as required

PHYSICAL ENVIRONMENT AND WORK DEMANDS:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually moderate.

In a standard workday, Employee is required to:			
	Hr s		Min Max
1. Sitting	0-9	4. Walking Distance	1' to 50' X
2. Standing	0-9		51' to 100'
3. Walk	0-9		101' to 300' X

Work Position and Activities			
N=Not at all	O=Occasionally (1-33%)	F=Frequently (34-66%)	C=Continually (67-100%)
1. Lift or Transfer			5. Reach F
a. Up to 10 pounds (Sedentary)	F		6. Stoop or Bend F
b. 11-20 pounds (Light)	F		7. Crouch or Squat F
c. 21-50 pounds (Medium)	O		8. Kneel O
d. 51-100 pounds (Heavy)	N		9. Handle or feel C
e. > 100 pounds (Very Heavy)	N		10. Talk C
2. Carry	F		11. Hear C
3. Push or Pull	F		12. Sit, walk, stand C
4. Climb	O		13. Foot Controls N

Employee uses hands for repetitive action such as:			
	Yes	No	Yes No
1. Grasping: Right Hand	X		4. Grasping & Turning: Left Hand X

2. Grasping: Left Hand	X	5. Fine Manipulation: Right Hand	X	
3. Grasping & Turning: Right Hand	X	6. Fine Manipulation: Left Hand	X	
Mental Demands				
	Yes	N o	Ye s	No
1. Alertness	X	7. Creativity	X	
2. Precision	X	8. Concentration	X	
3. Analytic Ability	X	9. Judgment	X	
4. Problem Solving	X	10. Imagination	X	
5. Memory	X	11. Initiative	X	
6. Communication	X	12. Patience	X	
HAZARDS: Situations in which the individual is exposed to definite risk				
	Ye s	N o	Ye s	No
1. Mechanical	X	8. Frequent Travel		X
2. Electrical	X	9. Long / Irregular Hours	X	
3. Explosives	X	10. Stressful Atmosphere	X	
4. Burns	X	11. Inadequate Work Area		X
5. Chemicals	X	12. Moving Machinery		X
6. Fumes/Gases/Odors	X	13. Blood Borne Pathogens	X	
7. Toxic Waste	X	14. TB	X	
Work Environment				
	Ye s	N o	Ye s	No
1. Inside Work	X	4. Vibration	X	
2. Outside Work	X	5. Wet / Humid		X
3. Noise	X			

JOB DESCRIPTION REVIEW:

- I understand this job description, its requirements, and that I am expected to complete all duties assigned.
- I understand the job duties may be altered from time to time.
- I have noted below any accommodations that are required to enable me to perform these duties.
- I have also noted below any job duties that I am unable to perform, with or without accommodation.

Employee Comments:

Employee's Signature

Date

Revised 01/05/15