



POSITION DESCRIPTION

JOB TITLE: Dental Hygienist

REPORTS TO: Dental Director, Dental Clinic Manager

STATUS: Non-Exempt (hourly)

LOCATION: Dental Clinic

ROLE: This position exists to provide dental hygiene / prophylaxis and oral health education to dental clinic patients.

JOB DUTIES:

- Prepare treatment room and maintain cleanliness for patient following all prescribed procedures and protocols.
- Prepare patient for treatment, seats patient and answers patient questions.
- Review patient's medical history every visit and take blood pressure as needed, document in patient's chart any changes and review those medical changes with patient and dentist.
- Take necessary x-rays as ordered by supervising dentist. Clearly document in patient's chart the type (i.e. bitewing, periapical, etc.) and number of films taken (including retakes).
- Perform full mouth debridement, root planning and scaling to remove calculus and plaque deposits from the patient's teeth as indicated by examining dentist's treatment plan.
- Perform initial and periodic charting of the oral cavity; not limited to but including, chief complaint, level of patient's oral hygiene, degree of calculus and plaque, bone loss, and existing restorations.
- Perform full mouth periodontal probing with evaluation of periodontium and dental charting at the initial visit hygiene and each recall visit.
- Perform screening procedures including assessment of oral health conditions, oral cancer screening, and head and neck evaluation.
- Complete dental prophylaxis including scaling and polishing as needed for adult and child patients.

To be an exceptional community health care model that sets the standards for wellness.

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Revised 5-1-2017

- Provide dental education to patients, including individualized oral hygiene instruction for proper brushing and flossing and nutritive counseling.
- Enter treatment notes into patient’s dental chart clearly stating procedure performed at each visit and recall interval as communicated to the patient.
- Fill out prior authorizations, referral, and transfer, and nursing home paperwork as needed.
- Apply preventative materials as prescribed by the treating dentist, including Fluoride varnish and pit and fissure sealants.
- Follow procedures to maintain infection control following universal and standard precautions.
- Make recommendations regarding equipment and supply needs, monitor inventory of supplies and order when needed. Help with routine maintenance of equipment.
- Attend and participate in staff meetings and committees.
- Perform sharpening and sterilization of instruments following infection control protocols, maintain hygiene armamentarium.
- Perform daily, weekly, monthly maintenance chores as assigned and document in log sheets.
- Maintain licensure and take continuing education courses and CPR training as mandated by the MN Board of Dentistry.
- Assist with other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Works well both independently and as part of a team.
- Exceptional communication skills.
- Flexibility--nimble in response to an evolving workload.
- Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
- Excellent time management and organizational skills.
- Systematic approach to tasks that ensures consistent output quality.
- Attention to detail.
- Commitment to the SCHS mission and staff values.
- Assist with other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited school of dental hygiene.
- Registered Dental Hygienist—current active Minnesota State Dental Hygiene License required.
- Two years of experience is highly recommended.

I have read and agree to abide by the job duties indicated above.

Name

Signature

Date