

JOB TITLE: Registered Dental Hygienist

You will report to: \_\_\_\_\_

### GENERAL OBJECTIVES

Responsible for providing our patients with a gentle, thorough cleaning, assisting the Doctor with a thorough exam, proper Homecare instruction and placing sealants when necessary.

### SPECIFIC OBJECTIVES

#### Office Management

- \*Be here 20 minutes prior to scheduled shift
- \*Check to ensure that units are ready, stocked and clean at the beginning of each appointment
- \*Oversee cleanliness of operatory
- \*Help in other areas of the office when necessary (phones, unpacking supplies, moving dismissed patient records)
- \*Assist with putting away stock and UPS deliveries when necessary
- \*Maintains optimal amounts of dental supplies in the rooms and sterile aisle
- \*Help maintain flow in the sterile aisle by sterilizing and putting away dental instruments
- \*Sharpens instruments
- \*Uses unscheduled list and the continuing care list as appropriate to fill schedule when there is down time
- \*Uses the computer properly to schedule appointments, enter notes in patients chart and enter and print treatment plans including all options
- \*Attend a.m/p.m huddle with any information regarding to patient concerns, potential congested areas in the patient schedule, and to designate emergency time for the day.

#### Patient Management

- \*Cleans calcified deposits, plaque and stain supra and subgingivally
- \*Feels and visually examines gums for sores and signs of disease
- \*Examines gums to locate periodontal recessed gums and signs of periodontal disease
- \*Applies fluorides and other cavity preventing agents to arrest dental decay
- \*Applies sealants
- \*Provides homecare instructions to patients of all ages
- \*Uses intraoral camera as a visual aid
- \*Performs periodontal probing and charting
- \*Charts conditions, such as existing restorations, decay and disease for diagnosis and treatment by the dentist
- \*Takes blood pressure properly on patients 18 and older
- \*Updates patients medical history and patient information at every visit
- \*Exposes and develops x-rays film (according to the standards set by the Doctors) using both the CDR and the paper film as needed
- \*Administers restricted local infiltration anesthesia to periodontal and /or hypersensitive patients, if the Doctor prescribes to do so. (Must have NYS license)
- \*Utilizes and regulates Nitrous Oxide on apprehensive patients, if the Doctor prescribes to do so. (Must have NYS license)

- \*Removes excess cement from coronal surfaces of the teeth.
- \*Removes and replace orthodontic rubberbands, powerchains, wires, etc.

#### Office Participation

- \*Be an active participant in staff meetings
- \*Promote team concept by interacting with in the office
- \*Lead by example. Follow policy and procedures noted in the Progressive Dental handbook and encourage other staff to do the same
- \*Follow, adhere to and encourage other staff to adhere to Progressive Dental's code of conduct, posted in the office
- \*Participate in creating and encourage other staff to maintain a safe, non-hostile working environment for fellow employees and Doctors (no gossiping or negativity toward others)
- \*Praise others when you "catch them doing something good"
- \*Provides clinical services and health education to improve and maintain oral health of school children
- \*Conducts dental health clinics for community groups to augment services of dentist on a volunteer basis
- \*Maintains optimal amounts of dental supplies in the rooms and sterile aisle
- \*Provides appropriate maintenance and upkeep of pertinent instruments and equipment
- \*Takes turns with office tasks such as laundry, recyclables, vacuuming, changing suction traps, lubricating handpieces and Cavitron tips when scheduled
- \*Assists other office personnel when not working on a patient
- \*Exemplifies leadership role in office morale and sets a positive tone no matter what the situation
- \*Exhibits confidentiality in regards to salary and personnel situations
- \*Follow guideline set by HIPAA regarding patient confidentiality
- \*Follow guidelines set by OSHA and CDC regarding infection control and employee safety

#### PERSONAL REQUIREMENTS

##### Education

- \*Associates of Applied Science Degree in Dental Hygiene
- \*A valid and up to date New York State Dental Hygiene License and Registration
- \*\* A valid and up to date New York State Certificate for Restricted Local Infiltration Anesthesia/Nitrous Oxide Analgesia
- \*Attend continuing education courses/seminars

##### Interpersonal Skills and Expected behavior for this position

- \*Good interpersonal skills to maintain effective rapport with patients, dentists, other staff members, and community
- \*Effective verbal skills to communicate with patients, doctor's, and staff
- \*Ability to communicate openly while maintaining professionalism and respecting others
- \*Ability to be coached and be approachable
- \*Ability to maintain patient confidentiality
- \*Good listening skills
- \*Ability to manage multi-tasks

\*Ability to handle regular interruptions

\*Ability to handle patient complaints, concerns, or questions

\*Ability to resolve conflict while being courteous and professional

I have received a copy of, and understand my job description. I also have had the opportunity to ask any questions.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_