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 Applies 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 _____