

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 _____

ENDWELL

565 Hooper Rd.
Endwell, NY 13760
P: 607.754.2273
F: 607.754.9526

NORWICH

101 S. Broad St.
Norwich, NY 13815
P: 607.334.8666
F: 607.334.6662

MONTROSE

57 Public Ave.
Montrose, PA 18801
P: 570.278.1186
F: 570.278.7447

KIRKWOOD

1113 US Rte. 11
Kirkwood, NY 13795
P: 607.722.5464
F: 607.775.1125

BINGHAMTON

51 Front St.
Binghamton, NY 13905
P: 607.724.7166
F: 607.724.7178