

CARTHAGE AREA HOSPITAL

DEPARTMENT: DENTAL CLINIC

JOB TITLE: DENTAL HYGIENIST

EMPLOYEE NAME: _____ **DATE OF HIRE:** _____

SUPERVISOR: _____

Qualifications:

1. Graduation from an accredited dental hygiene program, successful completion of New York State Board exams and licensed to practice in the state of New York.
2. Good communication skills, the ability to work independently, professional appearance and awareness of the importance of confidentiality in all aspects of the position.
3. To obtain and assemble patient information to aid the dentist in diagnosis and treatment planning for the patient.
4. To aid the establishment of public and professional relations, patient confidence and practice growth.
5. To properly recognize the abnormal from the normal regarding oral health and relay findings to the dentist.
6. To properly interpret patient needs and concerns, giving the patient a basic understanding of the dentist's recommendations.
7. To confidently perform oral prophylaxis, x-rays, fluoride treatments, sealants, and patient education.
8. To properly maintain patient chart as instructed.
9. To properly administer and maintain the recall card system.
10. To help maintain proper inventory control by monitoring supplies and informing proper personnel of any needed repairs.
11. To be aware of OSHA requirements for sterilization, personal protection and waste disposal.
12. Any other duties as deemed necessary by management.

Reports to: Dentist

Supervises: No One

Job Goal: To act as a professional clinician and oral health educator who uses teaching and therapeutic methods to aid in the control of oral problems, diseases and concerns.

Performance Responsibilities (Essential Functions) - Attached:

Additional Duties: Other duties as assigned.

Physical Requirements (based on essential functions):

Occasionally lift storage boxes weighing 50 pounds. Frequently pushes/pulls desk chair weighing 30 pounds a distance of 5 feet. Occasionally twist, stoops/bends, squats, kneels, reaches at, above or below shoulder height; 100% of work day is spent indoors. 1% of work day is spent standing, 1% walking, and 98% sitting. Occasionally lifts up to 50 pounds, and carries up to 10 pounds.

Work Environment and Hazards: Risk of exposure to communicable diseases and risk of physical injury from patients with the potential to lose control. High risk exposure to Blood Borne Pathogens (see policy.)

Evaluation: Annually, pursuant to Carthage Area Hospital procedure.

This description is intended to be a general statement about this job and not to be considered a detailed assignment. It may be modified by Carthage Area Hospital to adjust for necessary changes.

I understand the above are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation.

I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

12. Make out assignments for Dental Assistants as warranted.				
13. Keep Dentist informed of pertinent issues and/or concerns.				
14. Review charts, especially x-rays.				
15. Respond to and provide help for emergencies.				
16. Do incident report follow-ups.				
17. Develops and implements individualized dental care plans for patients; performs patient education, discharge planning, and patient/family teaching under the supervision of a qualified dentist.				
18. Books O.R. procedures on off shifts.				
19. Orients new staff as needed.				
20. Assess dental condition and needs of patient; uses patient screening procedures, to include medical history review, dental charting, and period charting; takes patient vital signs as required.				
21. Delivers direct patient care to patients as assigned, using established dental hygienist procedures; performs routine treatment procedures, such as cleaning, polishing, x-rays, application of sealants and fluorides, and related procedures.				
22. Assists with or institutes emergency measures for sudden adverse developments during treatment of patients.				
23. Performs patient triage and initiates patient care as appropriate for walk-in patients.				