



Oral Health Care Professionals, LLC
Dr. Eric G. Jackson & Dr. Jeffrey S. Wascher

DENTAL HYGIENIST JOB DESCRIPTION
(Updated July 2018)

TITLE OF POSITION: Dental Hygienist
REPORTS TO: Dentists and Manager
FUNCTIONAL RELATIONSHIPS: Patients, Dentists, Dental Hygienists, Dental Assistants, Front Office Staff Members, Manager, Supply Company Representatives, Dental Specialists

POSITION SUMMARY:

The main purpose of this job is to develop a preventive care focus for patients through the provision of dental health, information and dental treatment allowed with the hygienist's scope of practice under the Illinois Dental Practice Act (225 ILCS25/) and adherence to OSHA standards and all other safety and health code laws.

POSITION REQUIREMENTS:

Possession of an associate's degree in dental hygiene.
Current licensure by the Illinois Department of Financial & Professional Regulation as a dental hygienist.
High level of interpersonal skills.
Able to communicate effectively with a wide range of people from diverse backgrounds
Demonstrate ability to work effectively under fluctuating levels of pressure in a fast pace environment.
Work is performed under the supervision of a licensed dentist and considerable independent judgment is required to provide appropriate dental services.

PHYSICAL REQUIREMENTS/DEMANDS:

Requires vision and hearing of normal range. Must be able to bend, stretch or lift items up to 20 pounds. May be required to sit for long periods of times. Required dexterity to use dental instruments, use of the telephone and computer. May be exposed to communicable diseases.

DUTIES AND RESPONSIBILITIES:

Provide patients with preventive care focus and dental health information.

Performs oral prophylaxis on patients, scaling, and root planning and polishing the teeth to remove stains, plaque, and calculus from tooth surfaces using hand scalers, ultrasonic cleaning instruments and motor- or aid-driven dental polishers.

Examines the mouth to determine if there are dental problems such as conditions of periodontal disease or tooth decay, charts findings and reports same to dentist.

Instruct patients in proper methods of tooth brushing and flossing techniques, care and cleaning of removable appliances, maintenance of oral health, proper usage of non-prescription medication, and/or nutrition counseling to maintain oral health.

Creates and maintains dental treatment charts and records.

Exposes and processes dental radiographs/images using a digital x-ray sensor and related equipment; reads dental radiographs and alerts dentist to observations.

Maintain a safe and clean working environment by complying with procedures, rules and regulations.

Practices and maintains proper infection disease control procedures, including cleaning and sterilization of dental instruments and disinfection of dental equipment.

Maintains dental instruments and equipment in proper working order; following procedures to maintain security of medications, instruments and needles.

Applies topical fluorides, sealants, topical anesthetics, and desensitizing agents to teeth and/or gums.

Documents dental hygiene services by recording vital signs and medical and dental histories; charting in patient records.

Oral health information is provided to patients enabling patients to improve specific dental hygiene problems.

Maintain patient confidence and protect operations by keeping information confidential.

Perform duties as they are requested by dentists.

Use the intraoral camera at appropriate times prior to the dentist's exam to help aid and inform patient of treatment and/or conditions.

Help observe dental supplies and materials inventory and document what is needed to be ordered.

Performs related work as assigned.

Ensure that communication with staff, patients and external contacts occurs with courtesy, tact and a positive attitude.

Effectively communicate verbally with patients.

Able to evaluate patient's responses to care through observation.

Professionally handles patient complaints.

Meet all attendance and punctuality requirements to ensure proper coverage and quality service.

Participates in staff meetings, training and committees.

Keeps all matters related to the organization confidential.

Takes pride in job performance as evident in compliance with job responsibilities.

Positive interaction should be maintained at all times with patients, families, staff members and all people who interact with the practice.

Willingness to undertake other appropriate tasks delegated by the dentist or manager.

Assumes responsibility for work performance and is able to be self-directed.

Helps with laundry of scrubs from previous work day.