

Team Member Objectives

Registered Dental Hygienist



Design of the Position: The Dental Hygienist is the chief preventive provider in the practice. It is imperative that this team member motivates, educates, and provides excellent treatment. It is also essential to recognize early signs of periodontal disease so that initial treatment of the disease and prevention embraces more involvement by the patient. Discovering new areas of failure along with complete documentation, both periodontally and restoratively, this will facilitate the dentists' diagnosis and consecutive treatment recommendations.

ESSENTIAL PERFORMANCE AND RESPONSIBILITIES are as follows. Other duties may be appointed:

A. Preparation and Hygiene Responsibilities

- Welcome and seat patient cheerfully.
- Have treatment room properly set-up and ready for the hygiene procedure.
- Show care and concern for patients' welfare and make comfortable at all times.
- Review and update the patient's health history.
- Perform a head and neck/oral cancer exam.
- Capture digital or take x-rays, process, download, and mount for doctor to view and capable of interpreting them.
- Chart patients existing hard tissue restorations and notate any areas of concern.
- Perform periodontal evaluation (probing depths, bleeding points, and recession) and communicate findings to the patient and doctor.
- Chart patients' progress with home care: document non-compliance.
- Utilize technology (intra-oral camera, patient education, etc.) as appropriate.
- Discuss any unfinished, previously diagnosed treatment.
- Perform oral prophylaxis, if appropriate.
- Administer Fluoride treatment.
- Give anesthesia, if qualified, when asked for, or as hygiene treatment dictates.
- Gather appropriate periodontal information (probing, bleeding, etc.).
- Perform Root Debridement Therapy.
- Complete scheduled treatment.
- Educate and motivate the patient on proper oral hygiene and corrective and/or preventative measures.
- Observe patient for decay and restorative problems that will hamper periodontal treatment success.
- Present appropriate educational literature to patients.
- Make use of technology (intra-oral camera, patient education etc.) as needed.
- Discuss any incomplete, previously diagnosed treatment.
- Assist doctor in hygiene examination.
- Schedule patient for the appropriate re-care appointment, emphasizing the significance of continuing care.
- Use appropriate verbal skills to educate and motivate your patients.
- While still in the treatment room, make sure patient's chart is complete and all services for the day's treatment are recorded, as well as the next continuing care or treatment visit, and time units required. Return the chart to the front desk and escort the patient to the appropriate team member for final processing, employing a "2 on 1" transfer of power.
- Contact any root debridement patient that evening to see "how well" they are doing.
- Request "completion of treatment" letters from the scheduling coordinator when finished with periodontal treatment phase.
- Make patient hygiene appointments in treatment room prior to leaving if able.

B. Sterilization Responsibilities

- Assist the hygiene assistant in setting up and disinfecting the treatment rooms and instrument trays in accordance to office policy and OSHA standards.
- Assist the hygiene assistant in sterilizing and disinfecting instruments and intra-oral devices in accordance with office policy and OSHA standards.
- Masks, gloves, and safety glasses are to be worn and accessible at all times during dental procedures, clean up of treatment rooms and instruments.

C. Equipment Responsibilities

- Clean and oil the hygiene hand pieces.
- Sharpen the hygiene instruments and see that instruments are ordered as needed, if applies.

D. Overall Practice Responsibilities

- Assist other team members when time permits.
- Participate in morning meeting and give information regarding new patients for the day, any fears, time issues etc.
- Send a personal note to patients that deserve special attention.
- Always present a positive image of dental services to be rendered.
- Always present a positive relationship with other team members and your doctor, in front of patients.
- Always punctual to work, with patient seating and dismissing.
- Uses downtime constructively.
- Engages only in positive conversation regarding another team member.
- Presents themselves in a clean, well groomed professional manner.
- Personal calls do not interfere with work.
- Assist front desk with the following if time permits: Greeting patients as the enter office, answer phone, take messages, make appointments, financial arrangements, and confirm appointments.
- Perform light housekeeping such as vacuuming, taking out garbage, cleaning lunch area, and patient/employee bathrooms.
- Ability to calm and reassure patients facing uncomfortable or painful dental procedures.
- Ability to quickly write detailed information in a readable, legible, condensed form.
- Ability to work safely and follow established safety and office procedures.

CREDENTIALS and REQUIREMENTS: To perform this position successfully, an individual must be able to perform each duty with in expectations. The terms listed below are representative of the knowledge, experience of the individual. Reasonable arrangements may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION and/or EXPERIENCE:** High School diploma or Graduate Equivalence Degree and completion of accredited Dental Hygiene program; one year general dentistry experience, or two years related experience and/or training; or equivalent combination of education and experience.
- **LANGUAGE SKILLS:** Ability to read, and interpret professional journals, technical procedures or government regulations. Ability to write reports such as detailed information in patient charts, and communicate with the patient without interference or language boundaries.
- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.



LICENSES, CERTIFICATIONS, and REGISTRATION (may vary by state)

- State Registered Dental Hygiene License
- Certified in Cardio-Pulmonary Resuscitation (CPR)
- Certified in Anesthesia, if appropriate
- Certified in Sedation, if appropriate

REPORTS TO: Hygiene Team Leader / Office Manager / Doctor

HOURS:

I have read and understand the Team Member Objectives information presented to me in order for me to uphold my position adequately.

Hygienist Signature

Date

Doctor / Office Manager Signature

Date

