

Dental Hygienist

Reports to: Clinical Manager

Primary Responsibilities

Provide exceptional hygiene treatment to patients

Promote RCDC mission, vision, and core values

Specific Duties

- Check daily schedule with the reception for hygiene patients
- Work with reception to schedule hygiene patients with efficiency
- Carefully review patient health and dental history forms and update as necessary
- Accurately chart each patient's oral health
- Perform thorough and gentle prophylaxis to patients
- Perform scaling, root planning, and selective polishing for selective patients
- Administer local anesthetics when appropriate
- Place medicaments subgingivally for periodontal disease treatment as necessary
- Provide radiographs for patients as prescribed by dentist
- Apply cavity-preventative agents such as fluorides and sealants
- Perform head and neck examinations
- Communicate with patients in an understandable and professional way
- Check on patient comfort during treatment; help allay patient anxiety
- Take accurate notes on the provided treatment
- Teach proper oral hygiene techniques to patients
- Counsel patients on proper nutrition and oral health care education
- Perform other tasks assigned by the dentist and clinical manager

Treatment Room Management and Sterilization

- Check hygiene room for cleanliness; make necessary changes
- Check and turn on hygiene room equipment
- Gather and review patient charts for the day
- Clean hygiene room at the end of the day; turn off equipment
- Maintain a supply inventory for hygiene treatment
- Review, select, and submit orders for patient education materials for the practice
- Submit supply orders to business manager once a month or as necessary
- Discard properly all disposable items from each visit
- Assemble soiled instruments and place in sterilization area
- Clean treatment room surfaces with disinfection solution
- Pre-soak soiled instruments in disinfectant
- Sort and package instruments by tray for proper sterilization
- Load, activate, and vent the sterilization unit according to manufacturer's directions
- Store instruments and trays in appropriate places

Records Management

- See that records are stored securely and handled in compliance with legal requirements, including the HIPAA privacy and security regulations if applicable

- Accurately record medical and dental histories
- Accurately file patient information
- Assist in the administration of the recall system

Office Participation

- Be an active participant in staff meetings
- Promote team concept by interacting with others in the office

Personal Requirements

Education/Experience

- Must be licensed to practice in state and meet other applicable state requirements
- Must have completed at least 2 years of post-secondary education from an accredited dental hygiene program
- Nomad Certificate
- Compliance with state dental practice requirements (i.e., X-ray requirements, OSHA training)
- Basic computer skills
- Commitment to CE/ECP for career development
- Team Player

Interpersonal

- Good interpersonal skills to maintain effective rapport with patients, dentists, other staff members, and community
- Effective verbal skills to communicate with patients and staff

Other duties as assigned by direct supervisor and/or management.