



## **JOB DESCRIPTION FOR DENTAL HYGIENIST**

The dental hygienist's main responsibilities are to perform with dedication and skill all clinical, marketing, and administrative responsibilities while helping to coordinate treatment needed for patients, providing necessary information to help sell treatment and to be a liaison between the dentist and the patient.

### **Clinical Responsibilities**

#### **A. General**

1. Perform dental prophylaxis and fluoride treatments as indicated.
2. Place pit and fissure sealants as indicated.
3. Place seal and protect to desensitize areas as indicated.
4. Perform periodontal charting, remove subgingival and supragingival buildup using hand scaling and ultrasonic instrumentation.
5. Give local anesthetic according to current state statutes, monitor nitrous oxide and deliver the same when determined by state law.
6. Take and pour alginate impressions.
7. Take, process and mount appropriate dental radiographs, including periapicals, bitewings, panoramic, full series and occlusal films.
8. Sharpen hygiene instruments as needed or send in for re-tipping and to keep updated records.
9. Maintain appearance of the hygiene room(s).
10. Clean and maintain cavitron and cavijet equipment.
11. Seat patients and have proper set up ready for procedure.
12. Chart and record information while the dentist examines the patient.
13. Patient instruction in, brushing, flossing, perio aids, water pik, sonic toothbrush, nutrition, proxybrush, end tuft brush, and tongue cleaners etc.

14. Put together and maintain solutions for the developer.
15. Stock hygiene room(s) with necessary supplies.
16. Help to maintain adequate supply of distilled water.
17. Maintain continuing care supplies and forms.
18. Go over daily schedules in the morning.
19. Clean and tear down of rooms, running all instruments through the sterilization procedures.
20. As time permits, help all other staff members up front and in the back.

#### B. Charting and Recording

1. Review and update medical history, motivators and concerns.
2. Write in time needed for next appointment.
3. Write in time needed for next recall if different than the “normal” times.
4. Be sure to record that treatment and costs are understood by the patient.
5. Write frequency for recalls.
6. Write consent given by the parents for treatment on minors.
7. Maintain complete and accurate notes for all services, discussions and options provided to patient.
8. Check and record the oral cancer screening for each patient.
9. Discuss patient progress and dental health and record it in the chart.
10. Return completed progress notes to appointment coordinator.

#### C. Marketing Responsibilities

1. Market both internally and externally – loyalty and believe in office really shows with others.
2. Maintain the “No Cavity Club” drawing once a month, t-shirts, pictures, newspaper, and letters sent home.

3. Use the intra oral camera and the stereo systems in each of the rooms.
4. Present appropriate educational literature.
5. Help “sell” dentistry by educating patients on their dental needs.
6. Maintain close communication with the appointment coordinator with recall systems and changes or updates.
7. As time permits, review charts to be sure patients are in recall system.
8. Monitor recall system and write letters as necessary to patients who have not responded to call or recall cards to bring them back into the practice.

D. Administrative Responsibilities

1. Search for continuing education classes that pertain to the office and/or my job duties. Try to attend two to three classes a year to stay on top of changes in dental field.
2. Set up next recall and scheduling procedures along with posting treatment.
3. Review schedules ahead of time and suggest necessary changes to keep it running smoothly and on time with adequate time for care of patient.
4. Write up and print any treatment and cost advised by the dentist for patient into a formal treatment plan.
5. Keep current on all CPR classes, OSHA compliances, hygiene license and all its requirements.