

## **Position Title: Dental Hygienist**

### **Supervisor: Practice Manager**

#### **General Purpose:**

In the dental office, the dentist and the dental hygienist work together to meet the oral health needs of patients. Are you passionate about dental health and love working with patients to improve their oral habits and keep their mouths clean? Do you enjoy educating patients about the best ways to care for their teeth even as you build a relationship of trust and friendship with them? You'll complete dental prophylaxis, screen for oral cancer, and chart the condition of disease and decay. Display your knowledge of dental practice acts by complying with required conditions during all procedures. Not only will you keep mouths clean, but you'll also prevent disease and problems in the future.

#### **Job Responsibilities:**

- Patient screening procedures, such as assessment of oral health conditions, review of the health history, oral cancer screening, head and neck inspection, dental charting, and taking blood pressure and pulse.
- Taking and developing dental radiographs (X-rays).
- Prepares treatment room for patient by adhering to prescribed procedures and protocols.
- Prepares patient for dental hygiene treatment by welcoming, soothing, seating, and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Maintains instrumentation for dental hygiene treatment by sharpening, sterilizing, and selecting instruments.
- Selects materials and equipment for dental hygiene visit by evaluating patient's oral health.
- Completes dental prophylaxis by cleaning deposits and stains from teeth and from beneath gum margins.
- Detects disease by completing oral cancer screening, feeling and visually examining gums, using probes to locate periodontal disease and to assess levels of recession, and exposing and developing radiographic studies.
- Slows down dental decay by applying fluorides and other cavity-preventing agents.
- Maintains patient appearance and ability to eat by fabricating temporary restorations; cleaning and polishing removable appliances; placing, carving, and finishing amalgam restorations; and removing cement from crowns and bridges.
- Helps dentist manage dental and medical emergencies by maintaining CPR certification, emergency drugs and oxygen supply, and directory of emergency numbers.
- Educates patients by giving oral hygiene and plaque control instructions and postoperative instructions, providing reminders of time of next dental hygiene visit.
- Documents dental hygiene services by recording vital signs and medical and dental histories, charting in patient records.

- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs or notifying the person responsible for this job, maintaining equipment inventories, and evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- Conserves dental resources by using equipment and supplies as needed to accomplish job results.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

#### **Dental Hygienist Skills and Qualifications:**

- Licensing as a Dental Hygienist and registration in Georgia is required.
- Able to use dental technology.
- Values self-development.
- Must have bedside manners.
- Strong listening skills.
- Must be able to work in a team.
- Thoroughness in work.
- Creates a safe, effective environment.
- Must be able to administer medication.