



Job Description

Non-Management (Patient Care)

Job Title: Dental Hygienist	
Department: School-Based Oral Health Program (SOHP)	

JOB SUMMARY: Under general supervision, performs dental hygiene care for the consented students in the Denver Public Schools. Performs comprehensive dental screenings, data collection, and periodontal debridement's. Places dental sealants and applies fluoride varnish on patients. Makes each patient feel at-ease and comfortable and gives them an exceptional experience. Takes and records medical and dental histories and updated personal information in patient's chart. Exposes and uses digital radiographic and X-ray surveys. During school breaks may cover in Denver Health Dental Clinics.

MINIMUM QUALIFICATIONS:

Education: Graduation from a Dental Hygiene School accredited by the Commission on Dental Accreditation.

Experience: Typically, one year of related experience.

Knowledge, Skills & Abilities: Knowledge of Departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency. Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases. Skill in recognizing non standardized situation and preparing recommendations for problem resolution. Knowledge of dental hygiene procedures and techniques sufficient to be able to perform screenings, dental sealant placement, fluoride placement, dental charting, Knowledge of dental hygiene procedures and techniques sufficient to be able to perform periodontal work on patients of all ages. Knowledge of equipment that will be used in a mobile setting and skill in performing x-ray procedures.

Certificate/License/Registration: Valid Colorado license to practice as a Registered Dental Hygienist. Current Basic Life Support for Health Care Provider Certification/CPR. Certificate of compliance with the required radiation safety examination issued by the State Board of Dental Examiners. Current and valid Colorado Driving License. *All Certifications and Licenses required for this job must be kept current as a condition of continued employment.*

ESSENTIAL DUTIES & RESPONSIBILITIES: List each job duty and responsibility that is essential to performing the job successfully, efficiently and safely.

70% Performs Dental Care.

- Performs dental hygiene assessment, dental hygiene diagnosis, and dental hygiene treatment planning for dental hygiene services as described in this section and identifies dental abnormalities for immediate referral to a dentist
- Provides preventive measures including the application of fluorides, dental sealants, and other recognized topical agents for the prevention of oral disease
- Performs periodontal debridement's which include prophylaxis and scaling and root planning procedures
- Removes granulation and degenerated tissue from the periodontal pocket incidental to root planning
- Gives injections for local anesthesia as required
- Interviews patients to obtain medical and dental history
- Exposes and uses digital radiographic and X-ray surveys for the purpose of assessing and diagnosing dental hygiene-related conditions for treatment planning for dental hygiene services and identifying dental abnormalities for immediate referral to dentist
- Complete Caries Risk Assessment indices for all patients

- 15% Patient Education
- Provides preventative patient education through in-school presentation
 - Provides preventative education, oral hygiene instructions; to individual patients and groups on proper brushing and flossing of teeth, and nutritional counseling as appropriate

- 12% Administrative Duties
- Completes all assigned tasks to assure smooth operations of program
 - Case management of patients referred to outside providers
 - Maintain equipment in good working order
 - Weekly transportation in company vehicle and delivery pick up and set of mobile dental equipment
 - Maintains collaborative partnerships with Denver Health Clinic Providers to achieve comprehensive patient care

- 2% Maintains established departmental policies and procedures, objectives, records, reports, and files, quality improvement, safety, environmental and infection control standards.

- *Promotes positive interpersonal (customer) relationships with fellow employees, physicians, patients and visitors. Treats these individuals with courtesy, dignity, empathy and respect; consistently displays courteous and respectful verbal and non-verbal communications.*
- *Adheres to, complies with and demonstrates support for the mission and values of Denver Health. Supports and adheres to the Denver Health Dozen.*
- *Ensures confidentiality of patient information by creating and maintaining a secure and trusting environment by not sharing information learned on the job, except when necessary in the performance of the job responsibilities or to improve a patient's care.*
- *Has regular and predictable attendance.*
- *Maintain clear driving record sufficient to drive company vehicle.*

For Patient Care Positions:

- *Ensures all duties, responsibilities and competencies are conducted in a manner that is effective and appropriate to patients/clients to whom care/service is being provided.*
- *Demonstrates knowledge and applicability of the principles of growth and development over the life span, as well as demonstrating the ability to assess data reflecting the patient's status and interpreting appropriate cultural information of the patient(s) to whom care/ services is being delivered/provided.*
- *Employee has completed and met their clinical competency standards.*

NON-ESSENTIAL DUTIES & RESPONSIBILITIES: This section should include any job duties considered marginal or not essential to the purpose of the job. *If 5% or more, provide a list of non-essential duties being performed.*

- 1% Performs other duties as assigned.

ADMINISTRATIVE RESPONSIBILITIES: *Check the item(s) that are administrative responsibilities of this position, if applicable:* Not Applicable Instructing Assigning Work Reviewing Work
 Assessing Performance Hiring/Terminating Disciplining

DEGREE OF SUPERVISION RECEIVED: Close General Minimal

PERSONNEL SUPERVISED (Titles and Approximate Numbers): None

INTERNAL/EXTERNAL CONTACTS: *List the most significant interactions that the job has within and outside of Denver Health:* Denver Health Employees, Dental Sealant Program patients and parent/guardians, Denver Public School staff

POPULATION SPECIFIC STAFF: Yes No
(Check YES, if this job requires interaction with patients, families, and/or visitors. If YES, complete the population specific competencies at the employee's home department.)

ADA CHECKLIST – Select the following requirements that are essential (not marginal) for the incumbent to perform this job successfully, efficiently and safely.

Physical and Mental Requirements: Place the appropriate "Amount of Time" code for each of the following:				
0 = None;		1 = less than 1/3;	2 = 1/3 to 2/3;	and 3 = more than 2/3
PHYSICAL: 2 Lifting < 10 lbs - Light 2 Lifting 10 - 20 lbs - Light-Med 2 Lifting 21 – 40 lbs - Medium 1 Lifting 41 – 80 lbs- Med Heavy 1 Lifting 81 – 120 lbs - Heavy 0 Lifting > 120 lbs – Very Heavy 2 Pushing/Pulling < 20lbs 1 Push/Pull 20 – 50 lbs ___ Other: Describe:	ACTIVITIES: 2 Sitting 1 Standing 2 Bending 1 Kneeling 1 Squatting 3 Walking (Distance) 2 Climbing (Steps, etc.) 2 Reaching (overhead, extensive, repetitive) ___ Other:	MENTAL/SENSORY: 2 Strong Recall 2 Reasoning 2 Problem Solving 2 Hearing 2 Seeing/Sight 2 Talk/Speak Clearly 2 Write legibly 2 Reading 2 Concentration 2 Logical Thinking ___ Other:	EMOTIONAL: 3 Fast pace environment 2 Steady pace 3 Able to handle multiple priorities 3 Frequent & intense customer interactions 3 Able to adapt to frequent change 3 Works under deadlines 2 Process complex info 3 Works as part of a team	

Environmental Requirements: Place the appropriate "Amount of Time" code for each of the following:				
0 = None;		1 = less than 1/3;	2 = 1/3 to 2/3;	and 3 = more than 2/3
2 Blood and body fluids 2 Biohazards (e.g., bacteria, fungi, viruses) 0 Radiation (ionizing, laser, microwave) 1 Toxins, cytotoxins, poisonous substances 1 Chemicals 1 Hazardous materials other than blood and body fluids 2 Communicable disease 1 Combative situations	1 Working Outdoors 2 Hot, cold, wet surroundings 0 Dust, fumes, gases, mist, powders 1 Loud or unpleasant noises 0 Electrical hazards 0 Grease and oil 0 Vibration 0 Heights 0 Moving mechanical parts 2 Wear protective clothing/equipment 1 Use hand or power tools 1 Operate vehicles/machinery	DAILY ACTIVITIES? 1 Continuous keyboard use >2 hrs or intermittent keyboard use > 4 hrs 3 Performance of same motion/ motion pattern every few seconds greater than 2 hours at a time 0 Vibrating or impact tools/ equipment greater than a total of 2 hrs 0 Forceful hand exertions greater than a total of 2 hours ___ Other:		
Type of protective clothing, equipment, hand or power tools, vehicles and machinery used: PPE				

DECISION-MAKING AUTHORITY: Check one statement below that comes closest to describing the decision-making authority required in this position:
<input checked="" type="checkbox"/> Decisions are made within limits of clearly established policies, procedures, or instructions. <input type="checkbox"/> Decisions are made requiring limited interpretation of policies, procedures, or instructions. <input type="checkbox"/> Decisions are made requiring broad interpretation of policies, procedures, or instructions. <input type="checkbox"/> Decisions are made which modify previously held or create new policy interpretations. <input type="checkbox"/> Decisions are made on issues that initiate new organization wide policy.

The following section needs to be completed 1) for a newly hired or rehired employee and 2) when a current employee moves into a different position due to transfer, promotion or demotion. Signatures indicate that the Supervisor has reviewed the Job Description with the employee. Provide a signed copy of the Job Description to the employee and place the originally signed copy in the Supervisor's Personnel Desk File.

Employee's Name:	Date:
Employee's Signature:	
Supervisor's Name:	Date:
Supervisor's Signature:	