**JOB DESCRIPTION**

**TITLE: Dental Hygienist REPORTS TO: Dental Director**

**FLSA: Exempt**

**GENERAL PURPOSE**:

A full time, salary exempt position responsible for the direct provision of oral hygiene and appropriate preventive services to dental patients of the center. The Registered Dental Hygienist will also be responsible for providing appropriate oral health information to individuals and groups.

**ESSENTIAL DUTIES/RESPONSIBILITIES** (Listed in descending order of importance)

1. Embrace the mission, vision, and Six Principles of the Board of Directors of [CHC]

1. **Duties**
2. Always maintains patient confidentiality in accordance with HIPAA regulations. Assists in the oral management of all clinic patients.
3. Obtains baseline oral hygiene assessment data based upon accepted principles of oral hygiene and periodontal care.
4. Records patient-hygiene transactions as they occur in the patient’s dental record so that the dental record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided.
5. Provides oral health educational and appropriate individual counseling for all dental clinic patients.
6. Provides clinical oral hygiene services including dental prophylaxis, scaling, sealant application and fluoride application consistent professional practices and standards and in compliance with applicable state law and the clinic’s clinical protocols.
7. Integration of appropriate patient dental hygiene care with other health care professionals involved in the patient’s health care management.
8. Organizes and performs preventive oral health presentations at on-site and off-site locations.
9. Assists in the provisions of technical assistance and health education in the community as requested.
10. Seeks out Continuing Education beneficial to position.
11. Performs independent procedures as delegated and directed by a dentist in accordance with state regulations and law as well as Dental Department protocol and directive.
12. Assists in the maintenance of all Dental Department areas in compliance with Dental Department directive and policies as well as clinic policies and procedures relative to infection control, exposure control and safety issues.
13. Receive and places necessary telephone calls consistent with professional matters, clinic business and patient care of Dental Department.
14. Assists with various clinical and administrative functions of the clinic.
15. Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with Dental Department directive and clinic policy as well as state and federal regulation(s).
16. Travels when necessary to meet operational needs.
17. As directed by supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
18. Responsible for personal compliance with all applicable federal, state, local and clinic rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene services as well as those relating to, but not limited to, personnel issues, workplace safety, public health and confidentiality.
19. Demonstrates basic Knowledge of Infection & Exposure control and sterile techniques through annual competency assessments for a dental practice.
20. Oversees, as applicable, Dental Department compliance, relative to Infection & Exposure Control and safety, as required by local, State, and Federal guidelines, Dental Department directives and protocols, and clinic policies and procedures.
21. Adheres to the policies, guidelines and procedures and completes assignments and duties as directed by the Dental Director.
22. Facilitates the patient flow and anticipates the needs of the dentists in the delivery of dental care.
23. Takes and monitors patient’s vital signs.
24. Obtains patient history.
25. Prepares patients for examination or treatment.
26. Assists with examinations, treatments, procedures and emergencies.
27. Coordinates the inventory, supply ordering, and stocking of operatories.
28. Adheres to the infection control policies and procedures.
29. Participates in Quality Improvement processes and activities in the organization.
30. Embraces the mission, vision and values of the Board of Directors of Mountain Family Health Centers
31. **Supervisory Duties:**
32. May be asked to supervise and/or mentor registered or non-registered dental assistants.

**ADDITIONAL DUTIES/RESPONSIBILITIES**

1. Comply with all [CHC] Credentialing requests in a timely manner, including allowing access to NPI, and CAQH websites.
2. Comply with all Human Resource processes and programs
3. Complete all Human Resource assigned trainings

**Miscellaneous Duties as Assigned**

Perform such other duties or projects as determined by this position’s supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor.

JOB QUALIFICATIONS

1. Education or Formal Training & Experience:
   1. Graduation from an accredited school of dental hygiene.
   2. Minimum three years experience in a dental practice setting.
   3. Unrestricted license to practice Oral Hygiene in the State of Colorado
   4. Current CPR (BLS) certification.
2. Knowledge, Skill & Ability: (include materials and equipment directly used)
3. Excellent interpersonal and written communications skills required.
4. FTCA coverage or private professional malpractice insurance obtainable.
5. Ability to establish and maintain effective professional relationships with fellow healthcare providers.
6. Essential to have ability to understand information/instruction, be able to exchange verbal information with others and possess ability to present information/instruction verbally.
7. Excellent customer service skills.
8. Ability to establish and maintain effective, courteous working relationships with patients and others.
9. Ability to work under pressure in a fast-paced environment and to prioritize and perform multiple tasks
10. Ability to be clinically fluent in Spanish preferred.

1. Physical Requirements and Workplace Environment:
   1. Job offer contingent on being free of active tuberculosis. This job requires yearly tuberculosis testing.
   2. Requires lifting up to 35 pounds.
   3. Requires ability to hear routine conversations.
   4. Requires periods of standing and walking while seeing patients.
   5. Requires sufficient near vision to be able to read documents and computer screen.
   6. Requires ability to stoop, kneel, bend, crouch and reach.
   7. Requires ability to comprehend both oral and written communications.
   8. O.S.H.A. Category 1: All procedures or other job-related tasks involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues or a potential for spills or splashes of these fluids.
   9. HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to patient’s protected health information, including the patient’s entire medical record, for patient care purposes.
   10. Must pass a criminal background check
   11. Annual Flu vaccine required. Employer will provide
   12. Obtain 2 step PPD for tuberculosis (annually if provider). Employer will provide.
   13. Obtain vaccine records for MMR, Varicella, T-DaP and Hep B. Employer will provide.