



JOB TITLE: Dental Hygienist

EMPLOYER: Emerald Coast Dental Spa & Sleep Medicine

DEPARTMENT: Clinical

REPORTS TO: Clinical Team Leader

STATISTICS RESPONSIBLE FOR: Personal Hygiene Production & Schedule

EFFECTIVE DATE: 05/23/2022

SUMMARY: The Dental Hygienist's major responsibilities are to assist the Doctor in clinical treatment of the patients; working directly with the Doctor examining, educating and treating our patients for signs of oral diseases and providing ways to improve and maintain good oral health. Striving to achieve whole body health and a category of one experience for all of our patients.

DUTIES AND RESPONSIBILITIES:

- Be courteous and respectful to all patients
- Maintain a positive impression
- Maintain HIPAA Compliance
- Seat the patient and have the proper set-up ready for the procedure
- Review and update the patient's health history
- Check the patient's progress and record the results on the patient's chart
- Take/ update X-rays for patients records
- Discuss the quality of the patient's dental health during treatment
- Discuss the benefits of Oral Cancer detection methods
- Instruct patients in:
 - Proper Oral Hygiene Techniques, brushing & flossing
 - Periodontal health
 - Nutrition
- Work closely with Dr's in diagnosing, education and treatment of Periodontal Disease, following our Perio Wellness Program
- Apply sealants and fluorides to help protect teeth
- Discuss the risks associated with Obstructive Sleep Apnea and screen patients for OSA
- Present the appropriate educational literature to patients
- Help "sell" dentistry by educating patients on their dental needs and overall health
- Assist the Doctor at all times using four handed dentistry and anticipate the Doctor's needs during all procedures
- Keep the patient records current & accurate by charting dental treatment needed and service rendered
- Keep Continuing Care accurate based on patients recommended treatment
-



- Before dismissing the patient, make sure the patient's chart is complete and all services for the day's treatment are recorded in Dentrix correctly. Update any changes in treatment and set complete the treatment after Doctors confirmation. Schedule Patient for the next hygiene visit based on continuing care. Update the patient's chart for the Scheduling Coordinator to schedule undone treatment with the Doctor. If an impromptu case plan is needed, advise the Financial Coordinator of the care plan needed. Return the patient's Route Slip with hand off to the Scheduling/ Treatment Coordinator for the patient's next visit to be scheduled with Dr. (if needed).
- Maintain the appearance of the hygiene treatment room
- Maintain the prevention supplies and forms
- Sharpen the hygiene instruments
- Help sterilize the hygiene instruments and trays
- Assist the Doctor in the clinical treatment of patients as time permits
- Assist at the front desk as time permits
- Assist other staff members as time permits
- Assist the preventive maintenance system as time permits
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Associate's Degree (AA) or equivalent from a two-year college or technical school, or six months to one year related experience and/or training, or equivalent combination of education and experience.
- Certificates, licenses and registrations required: RDH Certification, Florida License, CPR Certification
- Computer skills required: Microsoft Office
- Other skills required:

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative

approaches and ideas; Presents ideas and information in a manner that gets others' attention.

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually work near moving mechanical parts
- Continually work around fumes, airborne particles, or toxic chemicals
- Continually exposure to bloodborne and airborne pathogens or infectious materials
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must occasionally lift and /or move more than 25 pounds
- Specific vision abilities required by this job include: Depth perception and ability to adjust focus
- Additional remarks regarding work environment: Fast Paced, High Energy & Rewarding
- Specialized equipment, machines, or vehicles used: UltraSonic, Cold Laser, Co2 Laser, 3-D X-Rays, Digital Impressions & Ozone generator



The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

By signing this form, I _____ agree to comply with the job description and expectations while carrying out all job duties properly for Emerald Coast Dental Spa & Sleep Medicine..

Employee Signature: _____

Manager Signature: _____

Date: _____