Managing the Dental Team

ADA's Guidelines for Practice Success™ (GPS™)

SAMPLE JOB DESCRIPTION: DENTAL HYGIENIST

This information provided courtesy of The ADA Practical Guide to Creating and Updating an Employee Policy Manual, a publication of the American Dental Association.

	Dental Hygienist	
Reports to:		
PRIMARY RESPONSIBILITIES		

Responsible for providing hygiene treatment to patients

SPECIFIC DUTIES

Patient Management

- ^o Review daily schedule with the administrative assistant for hygiene patients
- ^o Work with administrative assistant to schedule hygiene patients with efficiency
- ^o Review patient health and dental history forms and update as necessary
- o Accurately chart each patient's periodontal health
- ^o Perform thorough and gentle prophylaxis for patients
- ^o Perform scaling, root planing and selective polishing for patients as appropriate
- Polish restorations
- ^o Administer local anesthetics, if allowed by dental practice act
- ^o Place medicaments subgingivally for periodontal disease treatment
- ^o Take radiographs of patients as prescribed by dentist
- ^o Apply cavity-preventive agents, such as fluorides and sealants
- ^o Communicate with patients in an understandable and professional way
- ^o Check on patient comfort during treatment and help allay patient anxiety
- ^o Accurately and appropriately record provided treatment
- ° Teach proper oral hygiene techniques to patients
- ^o Counsel patients on oral health, including the role of nutrition
- ^o Perform other tasks assigned by the dentist

Treatment Room Management and Sterilization

- ^o Check treatment room for cleanliness and make necessary changes
- ^o Check and turn on treatment room equipment
- ^o Gather and review patient charts for the day
- ^o Clean treatment room at the end of the day and turn off equipment
- o Maintain a supply inventory for hygiene treatment
- ^o Review, select and submit orders for patient education materials for the practice
- ^o Submit supply orders to business manager once a month or as necessary
- o Properly discard all disposable items from each visit
- ^o Assemble soiled instruments and place in sterilization area
- ° Clean treatment room surfaces with disinfectant solution
- ° Pre-soak soiled instruments in a disinfectant
- ^o Sort and package instruments by tray for proper sterilization
- o Load, activate and vent the sterilization unit according to manufacturer's directions
- ° Store instruments and trays in appropriate places

Records Management

- ° Securely store and handle patient records in compliance with office policies and procedures and applicable legal requirements, such as HIPAA regulations
- Accurately record medical and dental histories
- o Accurately file patient information
- ° Arrange patient charts
- ° Assist in the administration of the recall system

Office Participation

- ^o Be an active participant in team meetings
- ° Promote team concept by interacting with others in the office

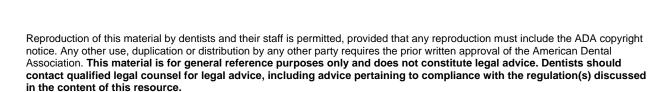
PERSONNEL REQUIREMENTS

Education/Experience

- Output Must be licensed to practice in state and meet other applicable state requirements
- ° Must have completed at least 2 years of post-secondary education from an accredited dental hygiene program
- Experience providing prophylaxis and taking X-rays

Interpersonal

- ^o Good interpersonal skills to maintain effective rapport with patients, dentists and coworkers
- ^o Effective verbal skills to communicate with patients and staff



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