

Premier Community HealthCare Group, Inc.
Job Description

Job Title: Dental Hygienist
Department: Dental
Reports To: Dental Director
FLSA Status: Non-Exempt
Prepared Date: 11/1998 **Revised:** 10/2014;7/2015;9/2018
Approved By: Dental Director

SUMMARY: Work under the supervision of licensed dentists. Perform basic dental care tasks, mostly focused on keeping patients' teeth and gums clean.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following, other duties may be assigned.

1. Routine checkup and screening.
 - a. Review patient's oral health history.
 - b. Remove plaque and polish patient's teeth.
 - c. Teach appropriate brushing and flossing techniques.
 - d. X-Ray teeth and develop film for dentist's analysis.
2. Multitude of instrument usage under supervision of dentist.
 - a. Clean gingivitis, plaque and tartar from teeth.
 - b. Apply fluoride.
 - c. Pre-assess and chart suspected findings in the oral cavity.
 - d. Record procedures performed in the patient electronic record.
3. Instrument care and maintenance.
 - a. Prepare trays with the proper instruments for specified procedures.
 - b. Clean and sterilize instruments.
 - c. Maintain equipment and operatory in a clean and orderly state.
4. Ensure patient confidentiality and EMR security at all times.
 - a. Maintain patient information within HIPAA guidelines.
5. Keep other care team members informed when situations occur that disrupts timely patient flow through site.
6. Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA)

Exhibit D

SUPERVISORY RESPONSIBILITIES: None

GENERAL DEVELOPMENT:

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.
2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduate of an approved accredited dental hygiene school
2. Current Local Anesthesia Certification
3. Dental Practitioner with current Florida license.
4. Current Basic Life Support (BLS) certification.
5. Basic understanding of dental/medical terminology and documentation.
6. Minimum three (3) years experience.
7. Ability to use basic mathematical skills.
8. Able to perform repetitive tasks.

COMMUNICATIONS SKILLS:

1. Exceptional Customer Service skills.
2. Ability to communicate effectively, verbally and in writing.
3. Excellent grammar, spelling and interpersonal skills.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.
4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

CARE TEAM MEMBER PRINT NAME

DEPARTMENT

CARE TEAM MEMBER SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE