

Dental Hygienist Responsibilities

A dental hygienist is the first point of contact when patients visit a dental clinic. You should be reliable and able to build trust with patients of all ages. We are asking for you to display outstanding communications skills and a patient and friendly personality to the patients and fellow staff members at all times. You should have deep knowledge of relevant health and safety rules and a good eye for oral diseases and anomalies and be in direct contact with Dr Wilburn.

Responsibilities

- Ensure patients feel as comfortable as possible during their appointment
- Assist with the sterilization of dental instruments properly as needed
- Confirm all health and contact information in chart is correct with each visit
- Conduct initial mouth screenings and check oral health history
- Identify conditions like gingivitis, caries or periodontitis
- Clean and help protect patients' teeth (e.g. remove plaque, calculus and apply fluoride as necessary)
- Educate patients of all ages on proper teeth care (by demonstrating, for example, good oral hygiene techniques)
- Give instructions to patients after dental procedures
- Take X-rays or dental impressions as needed
- Assist dentist with identifying various diseases (including oral cancer)
- Maintain documentation and charts on each patient
- Maintain an in-depth knowledge of health and safety regulations in this profession (e.g. HIPAA)
- Monitor supplies and set up requests for ordering (working directly and in cooperation with assistant in doing this)
- Maintain an accurate timecard with Open Time Timeclock.
- Approve and submit timecard for approval at the end of the day on the 7th and 22nd of each month
- If needed, formally request time off in writing in Opentime with at least a 2 week window. No time off is allowed without first having this approval and authorization.
- The scheduling is at the discretion of the doctor and there will be no cancellation of workdays and/or schedules without doctor's prior approval
- On the event of an unforeseen PTO day, the doctor must be contacted via his cell at 707-953-6209

All of the following certificates and licenses must be maintained and keep current:

- Valid dental hygienist license to practice for the State of California
- CPR training

Copies of these items must be submitted to doctor each year on the anniversary date of hire.