

UW HEALTH JOB DESCRIPTION

UWHC Dental Hygienist

Job Code: 9972

FLSA Status: Non-Exempt

Bargaining Unit: 6

Mgt Approval: M Hamilton Date: June 2011

HR Approval: CJU Date: June 2011

JOB SUMMARY

Provides dental prophylaxis for ambulatory patients primarily from the Dental Office located at 2701 Marshall Court. Provides care for ambulatory and UWHC inpatients from the Dental Clinic housed within the F4/2 Surgery Clinic at UWHC.

Works under the general supervision of a dentist. Responsible for providing dental prophylaxis and teaching specifics to individual patient needs, as well as actively building his/her own practice by maintaining a dental recall list and making reminder calls to patients prior to their visit.

MAJOR RESPONSIBILITIES

A. Dental Hygiene

1. Performs dental prophylaxis for frequently complex patient populations, which include: patients with mandible fractures and wires, transplant patients, pre- transplant protocol patients, bedside ICU and OR care, and for patients in wheelchairs and on stretchers.
2. Exposes and develops dental X-Rays.
3. Examines teeth for periodontal disease.
4. Examines teeth for dental caries.
5. Performs fluoride treatments.
6. Performs root planning.
7. Places pit and fissure sealants.
8. Updates health information and medications, and maintains dental record.
9. Documents dental prophylaxis.

B. Clerical Duties

1. Actively maintains own personal practice by calling patients who have not been to clinic within 6 months and scheduling appointments; and telephoning patients on the day prior to the visit to remind them of the appointment
2. Performs receptionist duties as required, to include answering telephone and scheduling appointment
3. Lists all procedures and charges on billing document
4. Pulls and re-files charts.

C. Maintains Equipment and Work Environment

1. Cleans and maintains all dental equipment, instruments and patient care areas, in conjunction with the Dental Assistant.
2. Initiates equipment repairs as necessary.
3. Sterilizes instruments.
4. Orders supplies as needed, and stocks dental room.

D. Miscellaneous

1. Orients UWHC staff to dental equipment and procedures.
2. Presents inservices to UWHC clinical areas on dental services.
3. Assumes other duties as assigned by supervisor.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE ORGANIZATIONS PERFORMANCE STANDARDS.

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REQUIRED QUALIFICATIONS

Education	Graduation from an approved 2 year course in Dental Hygiene
Work Experience	
Licenses/Certifications	Certification to practice dental hygiene in the State of Wisconsin
Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Knowledge of principles, methods and techniques of oral hygiene and dental examinations. Knowledge of sterilization techniques and instrument maintenance. Demonstrated ability to instruct fundamentals of dental care and oral hygiene. Ability to perform routine dental laboratory and patient care tasks. Skill in the use of dental instruments required for performing oral prophylaxis. Skill in taking and developing oral X-Rays. Ability to communicate appropriately with patients undergoing treatment. Knowledge of dental office routines. Excellent interpersonal and communication skills. Evidence of ability to function with a high degree of independence, collaborating with dentist and dental assistant as necessary. Knowledge and skills necessary to provide care appropriate for pediatric, adolescent, adult and geriatric patient populations. Knowledge of the principles of growth and development for patient populations, and is able to identify patient care requirements relative to patient age- specific needs and provide care appropriately.. Possesses knowledge and has performed Dental Assistant duties.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				