

**Anav Tribal Health Clinic
Quartz Valley Indian Reservation**

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REGISTERED DENTAL HYGIENIST JOB DESCRIPTION

TITLE: Registered Dental Hygienist

REPORTS TO: Dental Director

LOCATION: Anav Tribal Health Clinic

SALARY: DOE

SUMMARY: As a component of the health clinic, it is the goal of the dental clinic to serve the members of the Quartz Valley Indian community and the surrounding community in a compassionate and respectful manner. In order to provide the best dental service possible for the community, we require the person hired for this position to provide hygiene services for dental patients by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs all duties related to the practice of dental hygiene as permitted by the Dental Board of California and the Dental Hygiene Committee of California as per the Business and Professions Code (as follows):

1908. (a) The practice of dental hygiene includes dental hygiene assessment and development, planning, and implementation of a dental hygiene care plan. It also includes oral health education, counseling, and health screenings.

(b) The practice of dental hygiene does not include any of the following procedures:

- 1. Diagnosis and comprehensive treatment planning.*
- 2. Placing, condensing, carving, or removal of permanent restorations.*
- 3. Surgery or cutting on hard and soft tissue including, but not limited to, the removal of teeth and the cutting and suturing of soft tissues.*
- 4. Prescribing medication.*
- 5. Administering local or general anesthesia or oral or parenteral conscious sedation, except for the administration of nitrous oxide and oxygen, whether administered alone or in combination with each other, or local anesthesia pursuant to Section 1909.*

1909. A registered dental hygienist is authorized to perform the following procedures under direct supervision of a licensed dentist, after submitting to the committee evidence of satisfactory completion of a course of instruction, approved by the committee, in the procedures:

(a) Soft-tissue curettage.

(b) Administration of local anesthesia

(c) Administration of nitrous oxide and oxygen, whether administered alone or in combination with each other.

1909.5. *Courses of instruction for direct supervision duties added to the scope of practice of dental hygiene on or after July 1, 2009, shall be submitted by the committee for approval by the dental board.*

1910. *A registered dental hygienist is authorized to perform the following procedures under general supervision:*

- (a) Preventive and therapeutic interventions, including oral prophylaxis, scaling, and root planning.*
- (b) Application of topical, therapeutic, and subgingival agents used for the control of caries and periodontal disease.*
- (c) The taking of impressions for bleaching trays and application and activation of agents with nonlaser, light-curing devices.*
- (d) The taking of impressions for bleaching trays and placement of in-office, tooth-whitening devices.*

1911. *(a) A registered dental hygienist may provide, without supervision, educational services, oral health training programs, and oral health screenings.*

- (b) A registered dental hygienist shall refer any screened patients with possible oral abnormalities to a dentist for a comprehensive examination, diagnosis, and treatment plan.*
- (c) In any public health program created by federal, state, or local law or administered by a federal, state, county, or local governmental entity, a registered dental hygienist may provide, without supervision, dental hygiene preventive services in addition to oral screenings, including, but not limited to, the application of fluorides and pit and fissure sealants. A registered dental hygienist employed as described in the subdivision may submit, or allow to be submitted, any insurance or third-party claims for patient services performed as authorized in this article.*

1912. *Any procedure performed or service provided by a registered dental hygienist that does not specifically require direct supervision shall require general supervision, so long as it does not give rise to a situation in the dentist's office requiring immediate services for alleviation of severe pain, or immediate diagnosis and treatment of unforeseeable dental conditions, that, if not immediately diagnosed and treated, would lead to serious disability or death.*

1913. *Unless otherwise specified in this chapter, a registered dental hygienist may perform any procedure or provide any service within the scope of his or her practice in any setting, so long as the procedure is performed or the service is provided under the appropriate level of supervision required by this article.*

1914. *A registered dental hygienist may use any material or device approved for use in the performance of a service or procedure within his or her scope of practice under the appropriate level of supervision, if he or she has the appropriate education and training required to use the material or device.*

1915. *No person other than a registered dental hygienist, registered dental hygienist in extended functions or a licensed dentist may engage in the practice of dental hygiene or perform dental hygiene procedures on patients, including, but not limited to, supragingival and subgingival scaling, dental hygiene assessment, and treatment planning, except for the following persons;*

- (a) A student enrolled in a dental or a dental hygiene school who is performing procedures as part of the regular curriculum of that program under the supervision of the faculty of that program.*
- (b) A dental assistant acting in accordance with the rules of the dental board in performing the following procedures:*
 - 1. Applying non-aerosol and non-caustic topical agents.*
 - 2. Applying bleaching agents.*
 - 3. Taking impressions for bleaching trays.*

- (c) *A registered dental assistant acting in accordance with the rules of the dental board in performing the following procedures:*
 1. *Polishing the coronal surfaces of teeth.*
 2. *Applying bleaching agents.*
 3. *Activating bleaching agents with a non-laser light-curing device.*
 4. *Applying pit and fissure sealant.*
 - (d) *A registered dental assistant in extended functions acting in accordance with the rules of the dental board in applying pit and fissure sealants.*
 - (e) *A registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions licensed in another jurisdiction, performing a clinical demonstration for educational purposes.*
2. If an assistant is not present, it may be necessary for the hygienist to prepare dental patients, sterilize and disinfect instruments and set up instrument trays, prepared materials, and assist dentist during dental procedures.
 3. Takes and record medical and dental histories and vital signs of patient.
 4. Record treatment information in patient records.
 5. Attend and actively participate in staff meetings.
 6. Other duties assigned by the dental director or dentist as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Graduate of an accredited dental hygiene program recognized by the Dental Hygiene Committee of California/Dental Board of California.

Language Skills: Able to read and interpret documents such as safety rule, operating and maintenance instructions, and procedure manuals; able to write routine reports and correspondence; able to speak effectively before groups of customers or employees of organization or community groups.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; able to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; able to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of database software and work-processing software and be able to learn how to use Dentrix, RPMS or other computer software effectively and accurately in order to perform these computer-based tasks:

- Enter all charting data
- Take, display and store x-ray images
- Produce statements, invoices, receipts (perform billing and collection)
- Produce reports (including GPRA data)
- Schedule patients and
- Other computer-related tasks assigned by the dental director or dentist as required.

Required Certificates, Licenses, and Registrations: Cardiopulmonary Resuscitation (CPR) certificate; Registered Dental Hygienist (RDH) license. If required to drive a personal vehicle for the Anav Tribal Health Clinic, must possess a current/valid Department of Motor Vehicles-issued California driver's license with a satisfactory driving record, and auto insurance.

Physical Demands: 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop; kneel; crouch; talk and hear; the employee must occasionally lift and/or move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to allow employees to perform the essential functions.

Acknowledgement: The Anav Tribal Health Clinic is an Equal Opportunity Employer. We encourage applicants from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, or any other protected class, political affiliation, or belief.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934, (Title 25, USC Section 472). Verification Form BIA-4432 must be accepted for Indian Preference. (No other form of proof will be accepted for Indian Preference).

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all administrative and medical policies and protocols of the Health Clinic.

Name: _____
(Please Print)

Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____