



JOB DESCRIPTION

Position:	Registered Dental Hygienist (RDH)
Department:	Dental Support
Reports to:	Chief Dental Officer (CDO)
FLSA Status:	Exempt Position
Grade:	DH

GENERAL PURPOSE:

The RDH is responsible for performing dental hygiene services in the corporation's dental clinics, with emphasis on prevention of dental diseases.

MAIN RESPONSIBILITIES AND DUTIES:

- 1) Dental prophylaxis
- 2) Sub-gingival curettage and rootplaning with administration of anesthetic when necessary
- 3) Placement of sealants
- 4) Take x-rays
- 5) Polish alloys
- 6) Assesses oral health and consults Dentist for patient care if necessary
- 7) Following clinical protocol
- 8) Maintains complete and legible records of treatment
- 9) Complies with OSHA, and HIPPA guidelines
- 10) Utilizes current ICD diagnostic and billing codes
- 11) Maintains quality and productivity standards as determine by the CDO
- 12) Meets contractual requirements
- 13) Attends all required meetings
- 14) Other duties as assigned by Supervisor

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strive to learn more and is receptive to learning different ways of doing things
- 4) Displays enthusiasm toward the work and the mission of Ampla Health

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Valid RDH license to practice dental hygiene in the State of California
- 2) Current CPR Certificate

- 3) Radiation Certificate
- 4) One year experience recommended
- 5) Meets all CME requirements as required by the State of California
- 6) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols

COMMUNICATIONS SKILLS

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Works well with patients, co-worker and vendors in a generally comfortable environment office. Employee must possess the following physical requirements:

- 1) Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
- 2) Must have adequate vision to read memos, charts and other clinic documents
- 3) Must have high manual dexterity
- 4) Must be able to hear adequately
- 5) Must be able to reach above shoulder level to work. Must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting, turning
- 6) May be exposed to contagious/infectious diseases

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE