

Job Description – Dental Hygienist

POSITION	Dental Hygienist
REPORTS TO	Dentist/Director
FUNCTIONAL RELATIONSHIPS	Patients Dentists Dental Surgery Assistants Dental Hygienists Sterilisation Coordinator Dental Technicians Supply Company Representatives
STAFF RESPONSIBILITIES	None
OVERALL OBJECTIVE OF THE POSITION	The main purpose of this job is to develop a preventive care focus for patients through the provision of dental health, information and dental treatment allowed within the hygienist's scope of practice under the HPCA Act 2003.
KEY OBJECTIVES / TASKS / RESPONSIBILITIES	PERFORMANCE INDICATORS / OUTCOMES
1. A preventive care focus and dental health information are provided to patients	<ul style="list-style-type: none"> • Background, medical, dental and relevant social history information are gathered and recorded from the patient. • Oral health is examined and recorded within the scope of training and experience of the hygienist. • Oral health information is provided to enable patients to improve specific dental hygiene problems. • Oral health information appropriate to the patient's knowledge, interest and motivation is provided.
2. Provide prescribed care to patients of the practice in a safe environment for clinical dental care	<ul style="list-style-type: none"> • Patient notes are reviewed and materials, supplies, equipment, instruments and records prepared for clinic the following day. • Immediately prior to each appointment the surgery is set up with correct instruments, equipment, records, materials and supplies for the following patient. • Appropriate arrangements for antibiotic cover are made when required. • All treatment provided has been prescribed by a dentist and is undertaken while a dentist is within the practice. • Treatment provided is undertaken within the hygienist's scope of practice under the HPCA Act 2003. • Has read, understood and keeps up to date with the practice's Occupational Health and Safety Guidelines and guidelines for emergencies.
3. Cross infection control standards are met	<ul style="list-style-type: none"> • Hands are washed before and after each patient and fresh gloves are used for each patient. • Instruments and equipment are cleaned, sterilized and set up ready for use according to the practices cross infection control procedures, and used supplies are disposed of safely.

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	<ul style="list-style-type: none"> • The primary and secondary work zones of the dental surgery are cleaned and disinfected between patients according to the practice’s cross infection control procedures. • At the end of the day the surgery is cleaned, chair maintenance is completed, windows and blinds are closed and locked, equipment is turned off and the practice is locked.
<p>4. Personal conduct maintains and enhances the professional reputation of the practice</p>	<ul style="list-style-type: none"> • A neat and tidy appearance is always maintained. In particular, hair below the collar should be tied back and jewellery should not prevent the practices cross infection control procedures being undertaken. • Positive interaction should be maintained at all times with patients, families, staff of the practice and all people who interact with the practice. • Willingness to undertake other appropriate tasks delegated by the dentist or practice manager. • Seminars, staff meetings and training are attended as required.
<p>IDEAL PERSON SPECIFICATION</p> <p>Skills and knowledge required:</p> <ul style="list-style-type: none"> • Diploma in Dental Hygiene or equivalent, and registration with the Dental Council of New Zealand and current annual practicing certificate • Any level of experience considered, but at least three years’ experience as a dental hygienist is desirable • High level of interpersonal skills • Able to communicate effectively with a wide range of people from diverse backgrounds; able to assert oneself confidently and tactfully • Demonstrated ability to work effectively under fluctuating levels of pressure • Passionate about oral health • Positive attitude • Experience in working in a collaborative team environment 	

Date effective:

1 March 2022