

## Job Description – Dental Hygienist

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

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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p>4. Personal conduct maintains and enhances the professional reputation of the practice</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Positive interaction should be maintained at all times with patients, families, staff of the practice and all people who interact with the practice.</li> <li>• Willingness to undertake other appropriate tasks delegated by the dentist or practice manager.</li> <li>• Seminars, staff meetings and training are attended as required.</li> </ul>
<p><b>IDEAL PERSON SPECIFICATION</b></p> <p><b>Skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>• Diploma in Dental Hygiene or equivalent, and registration with the Dental Council of New Zealand and current annual practicing certificate</li> <li>• Any level of experience considered, but at least three years’ experience as a dental hygienist is desirable</li> <li>• High level of interpersonal skills</li> <li>• Able to communicate effectively with a wide range of people from diverse backgrounds; able to assert oneself confidently and tactfully</li> <li>• Demonstrated ability to work effectively under fluctuating levels of pressure</li> <li>• Passionate about oral health</li> <li>• Positive attitude</li> <li>• Experience in working in a collaborative team environment</li> <li>• Legal right to work in New Zealand.</li> </ul>	