

Job Class Profile: Dental Hygienist II**Pay Level: CG-28 Point Band: 578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	3	5	4	3	3	1	5	
Points	187	67	19	24	120	65	62	21	54	619

JOB SUMMARY

The Dental Hygienist II performs technical and educational work in promoting dental health involving clinical care delivery as well as assisting in planning and implementing programs which promote improvements in oral health in a region.

Key and Periodic Activities

- Performs preliminary examination of the oral cavity and surrounding structures including the taking of case history, periodontal examination and recording of clinical findings.
- Performs prophylaxis, scaling and root planing and polishing of fillings.
- Applies topical anti-cariogenic agents and other materials designed to assist in the prevention of caries.
- Makes impressions for study models.
- Assists patients in the maintenance of oral hygiene.
- Applies and removes periodontal dressings.
- Takes dental radiographs.
- Counsels, instructs and demonstrates for maintenance or improvement of dental health.
- Applies pit and fissure sealants, desensitizing solutions and topical medicaments.
- Administers first aid.
- Retracts gingivae for impression taking.
- Performs other duties with recognized advanced training and approval by the Newfoundland Dental Board.
- Performs a number of restorative procedures such as placement, finishing and polishing amalgam or resin restorations; placement and removal of matrix band; placement of cavity liners in a tooth where the pulp has not been exposed; cementation of temporary crowns previously fitted by a dentist; placing of temporary fillings; and placing and removing rubber bands.
- Designs and implements dental health promotion and education programs, in conjunction with the Chief of Dental Services.
- Interacts with and educates other health professionals who are in a position to influence the dental health of the population (e.g. public health nurses, regional nurses, physicians,

Key and Periodic Activities

- nutritionists).
- Provides public education in schools and other forums.
- Maintains records and prepares reports and performs other clerical work that may be deemed necessary by the Chief of Dental Service.
- Participates in continuous quality improvement initiatives.
- Conducts screenings and compiles statistics for epidemiological purposes as requested.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of dental procedures and techniques.
- Knowledge of dental terminology, instruments, equipment and materials.
- Knowledge of oral health and hygiene.
- Knowledge of dental health promotion and education.
- Knowledge of Dental Infection Control Processes

Formal Education and/or Certification(s):

- Minimum: High School Diploma plus 2 year Dental Hygiene Course
- Licensure with the Newfoundland and Labrador Dental Board

Years of Experience:

- Minimum: 1 year experience in a dental health program with experience in a program planning, teaching or public speaking environment.

Competencies:

- Ability to follow policies, procedures and guidelines
- Ability to apply dental techniques and standards.
- Ability to keep records and statistics.
- Ability to understand and carry out verbal and written orders given by a dentist.
- Ability to remain abreast of contemporary dental hygiene techniques and upgrade skills via continuing education.
- Ability to promote oral health.
- Ability to work in a multi-disciplinary team and independently.

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information, asking questions, providing routine and complex information and direction to patients and families/caregivers; providing care and comfort to patients, instructing for public education and promotion of dental health, and gaining the cooperation of others especially other health care professionals.
- Interactions occur with employees within the immediate work area, department and organization; supervisors, managers, patients, other health care professionals within the region, schools, etc.; and with members of professional associations.
- The most significant contacts would include patients to perform clinical functions; Chief of

Dental Services relating to education and promotion activities and other health care professionals regarding education and dissemination of dental health materials.

EFFORT

Physical Effort

- Demands of the job do not result in fatigue, requiring periods of rest.
- Occasionally places protective apron (weighs about 10 lbs) while getting x-ray machine into place; moves other objects such as dental operator's cart and portable dental x-ray machine which are heavy and awkward to move (over 50 lbs).
- Standing, walking and driving are required on an occasional basis when delivering presentations on dental health education and promotion.
- Regularly seated on a rolling stool and must move forwards and backwards on the stool to carry out tasks required.
- Regularly reaching and twisting for supplies and instruments, adjusting the light, pulling open drawers and cupboards, and stretching arms over the patient when performing dental clinical functions.
- Manual and physical activities include fine finger or precision work to use equipment and using hand tools that require accurate control and steadiness.

Concentration

- **Visual** concentration is required during clinical functions to ensure there are no sudden movements during procedures; suctioning and rinsing the oral cavity; reviewing health history of each patient; and registering patients.
- **Auditory** concentration is required when booking appointments on telephone and ensuring that patients understand instructions; listening during public education sessions to participants with questions; and listening to ensure equipment is working properly.
- Examples of **repetition requiring alertness** include giving the same instructions to all patients so class must be alert not to forget information and to make sure they understand; following the same procedures and processes in cleaning and polishing and must ensure they are followed at all times and a mistake is not made; and providing same information during public education sessions.
- **Higher than normal levels of attentiveness** or alertness for the health and safety of others is evident when ensuring that rooms are free of latex for patients with severe allergies; and ensuring patient's safety during clinical procedures.
- **Eye hand coordination** is required to handle and change instruments during clinical procedures and ensuring proper light.
- **Exact results and precision** is required when preparing most dental materials (taking dental radiographs, making impressions, scaling and root planing and polishing of filings).

Complexity

- Some work tasks or activities are similar/related while others are unrelated (public education and promotion as well as clinical duties) in terms of the skills and knowledge used and where tasks are usually well defined.
- Work tasks can be repetitive/well defined (instructions to patients, mixing dental material, and

scheduling appointments must follow the hospital's guidelines).

- Typical challenges would be assessing the dental prevention and dental health promotion needs of the population of the region which involves liaising with other health care professionals in the region who are in a position to influence dental health and responding by delivering public education in schools.
- References available to address typical challenges include The Dental Act, Canadian Dental Association Infection Prevention and Control in the Dental Office 2006, CDG Guidelines for Infection Control in Dental Health-Care Settings; and departmental specific policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled. Work is supervised through review of reports, consultation and observation of the Chief of Dental Services.
- Independent decisions can be made regarding day to day clinical activities with work performed within established professional techniques and standards.
- Decisions requiring supervisory approval include large expensive items, changes to policies or procedures, and public education sessions.
- Some discretion used to exercise within predetermined limits and procedures when scheduling appointments and determining emergencies.

Impact

- Results of work tasks and activities are directly felt within the immediate work area, department, organization, outside the organization and on patients.
- Results of work tasks and activities directly impact equipment (ensuring in good working order and available), processes and systems (follow proper procedures to book appointments), information (providing patients/families with proper instructions regarding procedures, costs, etc), finances (ordering supplies and materials), health and safety (constant awareness of patient to ensure their health and safety during procedures), corporate image (maintaining waitlist resulting in decreased wait times).
- Typical time frame required to identify and resolve consequences in the event of a mistake or error is within hours of a problem identification. There are procedures in place to ensure that the risk of this happening is mitigated.

Development and Leadership of Others

- No responsibility for the supervision of staff.
- May provide on the job advice/guidance/direction while orienting new staff and provide education to other health care professionals who can influence the promotion and education of dental health in the region.

WORKING CONDITIONS

Environmental Working Conditions

- Special precautions and safety equipment are required including masks, gloves, lead apron,

goggles, guidelines for footwear, handwashing, proper clothing and must be scent free.

- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability.
- Work involves exposure to noise (compressor, suction), glare (light), fumes, vibration (dental equipment), bodily fluids and waste (blood, vomit and saliva), infectious diseases, odours), radiation (x-rays), sharp objects, heavy equipment (moving x-ray machines and carts).