

PART I	DEPARTMENT OF PERSONNEL SERVICES	6.221
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Class Specifications  
for the:

DENTAL HYGIENIST SERIES

Series Definition:

This series includes all positions, the duties of which are to provide and/or supervise clinical preventive dental services to school children.

Dental hygienists in the State government work under the direction of a professional dental officer and are primarily responsible for providing dental hygiene services to public school children in grades 2, 5 and 8. The work of a dental hygienist typically includes: conducting dental inspection of the hard and soft tissues of the oral cavity and lips and referring students who have abnormalities to dentists for diagnosis and treatment; performing oral prophylaxis and topical application of fluorides; providing chairside advice on proper dietary habits and methods of brushing teeth; performing follow-up duties with students, parents, teachers and other personnel to determine if needed treatment has been obtained; maintaining dental records and preparing reports and correspondence. During the summer, and other school vacation periods, dental hygienists may provide clinical dental hygiene services to preschool and private school children. Dental hygienists also function as the resource persons in dental public health education for school personnel by providing them with dental health educational materials and personal assistance and advice in developing dental health educational activities as requested.

Classes in this series are distinguished on the basis of the scope, nature and complexity of assignment, special skills, knowledge and abilities required, supervision received and independence of action in performing assigned duties, nature of available guidelines, supervision exercised, the nature of relationships with students, parents, teachers and other administrative and professional personnel, and the nature and scope of recommendations, decisions and commitments made.

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This is the first class specification for the new DENTAL HYGIENIST SERIES.

Effective date: July 1, 1984

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Director of Personnel Services

DENTAL HYGIENIST I

6.221

Duties Summary:

Performs dental hygiene services for students in assigned schools or institutions under general supervision, including dental inspection, oral prophylaxis, the topical application of fluorides, and individual instruction in oral hygiene; prepares dental records and reports; and performs other related duties as assigned.

Distinguishing Characteristics:

The incumbent of a position in this entry level class receives orientation on the overall goals and objectives of the State dental hygiene program and guidance in the details of conducting the necessary dental hygiene services within assigned schools or institutions. A dental hygienist at this level is typically assigned to schools or institutions which do not present unusual problems and which will provide the opportunity for the dental hygienist to enhance his/her skills in performing prophylactic procedures, in informing students of oral health practices, and in becoming familiar with the work situation, policies, procedures and philosophy of the State's dental service. An incumbent works under the general supervision of a higher-level dental hygienist, who provides guidance and advice as needed in implementing dental hygiene services and resolving difficult problem situations.

Examples of Duties:

Confirms schedules, works out logistical details and coordinates, with school administration and personnel, the dental hygiene program of inspection, cleaning and prophylaxis in assigned schools; addresses each individual class which will be included in the program to explain the purpose of the program, procedures, and what will be expected of each pupil; inspects each student's oral cavity, including the mouth, throat and pharynx, and records conditions of the teeth and surrounding tissues; performs dental prophylaxis such as supragingival scaling and polishing teeth, using a dental engine, hand piece, rubber cup, dental floss, abrasive paste and other manual dental instruments; applies fluoride solution to teeth; provides chair side advice and instruction to student on proper dietary habits and method of brushing teeth; informs parents of students with dental abnormalities such as cavities, defective fillings, suspicious growths, or periodontal disease, which should be referred to dentists for diagnosis and treatment; performs follow-up activities with students, parents, teachers and other personnel to determine if needed treatment has been obtained; recommends facilities where dental care may be obtained from private or public funds; checks and maintains dental equipment and instruments to insure proper working order; prepares and maintains necessary records and reports; when requested, may conduct classroom instructions and demonstrations on dental health and hygiene, utilizing appropriate visual aids, models and discussions and may serve as resource person by providing advice and educational materials to teachers and other school personnel concerned with the establishment of preventative dental health educational programs.

Knowledge and Abilities Required:

Knowledge of: Basic dental hygiene sciences, the related clinical techniques and procedures, and the standard dental instruments and materials; common oral diseases and abnormal conditions; personal hygiene and nutrition as related to dental health; services offered by various specialties in dentistry.

Ability to: Understand and follow written and oral instructions; recognize abnormal dental conditions; secure the cooperation of patients and elicit required information; explain the principles of oral hygiene and the importance of proper dental care; use and care for various types of dental instruments and equipment; interpret and maintain records and reports; deal

tactfully with others; and exercise good judgment in appraising situations and making decisions.

DENTAL HYGIENIST II

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Duties Summary:

Independently performs clinical preventative dental hygiene services in a variety of assigned schools and/or institutions; may assist with instruction and supervision of lower-level dental hygienists or dental assistants; and performs other related duties as assigned.

Distinguishing Characteristics:

At this level, dental hygienists are fully trained and given responsibility for, and expected to exercise a high degree of resourcefulness in, independently planning and conducting dental hygiene services in several assigned schools and/or other facilities. The assignment includes program settings ranging in complexity from limited to difficult, and typically includes several facilities presenting difficult problem situations, such as schools or institutions involving special client problems (e.g., institutions for mentally retarded children or schools in areas of low socioeconomic levels where many families are receiving welfare assistance, where little attention is given to dental care and considerable coordination with social agencies and community groups is required to arrange dental care for children and to motivate and educate children and parents in dental hygiene). An incumbent of a position in this class works under the general supervision of a dental hygienist of higher level, who reviews his/her work by visiting his/her schools occasionally. In carrying out his/her assigned duties, the hygienist at this level is expected to exercise resourcefulness and originality, in working with and motivating students and parents, including those presenting special problems, in determining the nature of follow-up needed and accomplishing such follow-up.

Examples of Duties:

Confirms schedules, works out logistical details and coordinates, with school administration and personnel, the dental hygiene program of examination, cleaning and prophylaxis in the

schools; addresses each individual class which will be included in the program to explain the purpose of the program, procedures, and what will be expected of each pupil; inspects each student's oral cavity, including the mouth, throat and pharynx, and records conditions of the teeth and surrounding tissues; performs dental prophylaxis such as scaling and polishing teeth, using a dental engine, hand piece, rubber cup, dental floss, abrasive paste and other manual dental instruments; applies fluoride solution to teeth; provides chair side advice and instruction to student on proper dietary habits and method of brushing teeth; informs parents of students with dental abnormalities such as cavities, defective fillings, suspicious growths, or periodontal disease, which should be referred to dentists for diagnosis and treatment; performs follow-up activities with students, parents, teachers and other personnel to determine if needed treatment has been obtained; recommends facilities where dental care may be obtained from private or public funds; checks and maintains dental equipment and instruments to insure proper working order; prepares and maintains necessary records and reports; when requested, may conduct classroom instructions and demonstrations on dental health and hygiene, utilizing appropriate visual aids, models and discussions and may serve as resource person by providing advice and educational material to teachers and other school personnel concerned with the establishment of preventative dental health educational programs; may assist with instruction and supervision of lower level dental hygienists or dental assistants.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires:

Knowledge of: Dental health resources and facilities in assigned communities.

Ability to: Adapt teaching methods to school dental health programs and instruct others in the principles of oral hygiene and dental care; understand the role of a public health program in a community; establish and maintain effective working relationships with school and community groups and individuals.

DENTAL HYGIENIST III

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Duties Summary:

Develops, implements, supervises and participates in a dental hygiene program of moderate size and scope in a geographical or functional area; and performs other related duties as assigned.

Distinguishing Characteristics:

A dental hygienist at this level is independently responsible for a dental hygiene program in an isolated geographic area, or for statewide services in a specialized health services area involving unusual patient-management problems, such as mentally retarded children, psychiatric patients, etc. Incumbents of positions in this class work with considerable independence in establishing and implementing the dental hygiene program in the assigned area; these positions are typically under the general direction of a dental officer who provides instructions and assistance as needed, and assumes responsibility for compliance with professional requirements. Incumbents usually supervise a small group (e.g., 2 to 5) of dental hygienists or other lower-level personnel and also directly perform dental hygiene functions in schools and/or institutions in assigned areas. Guidelines are similar to those at the previous level, except that a dental hygienist in this class must exercise greater judgment and resourcefulness in planning, establishing, modifying and adapting programs and schedules to meet the needs of special groups or individuals, and in making commitments for the department on matters pertaining to dental hygiene activities. Personal contacts with professional, educational, social and lay personnel are extensive at this level in coordinating the varied aspects of the dental health program.

Examples of Duties:

Plans, organizes, supervises, coordinates and performs dental hygiene services in schools or institutions in an assigned area; supervises a small group of lower-level dental hygiene personnel engaged in conducting dental inspections of students or patients, giving individual instruction to parents and/or children in proper method of brushing teeth, good oral hygiene and general health care; following-up and counseling with patients, parents, teachers, public health nurses, social workers

and others regarding need for and availability of further diagnosis and treatment by a dentist and providing prophylaxis and topical fluoride applications to students and patients, and participates in the work; serves as a resource person to the public, school personnel and public health or hospital personnel on dental health matters; conducts or supervises special studies for the purpose of evaluating and recommending improvements in dental health programs for schools and institutions in the area of responsibility; may recommend budgetary needs of the program; assigns work to and reviews work of subordinate personnel; recommends personnel actions and provides advice and assistance as needed; prepares related reports and correspondence.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires:

Knowledge of: Basic terminology and general practices of dentistry; trends and developments in the field of dental health; availability and limitations of dental care facilities and social services in the communities involved in the area of program responsibility; and the principles and practices of supervision.

Ability to: Supervise the work of others and to speak and write effectively.

DENTAL HYGIENIST IV

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Duties Summary:

Supervises a program of dental hygiene care and dental health education in a geographic area which includes a large number and variety of schools and/or institutions and large student or patient population; supervises a moderately large number (e.g., 8 to 12) of dental hygienists and dental assistants engaged in performing clinical dental hygiene services and conducting dental hygiene educational programs in assigned schools, institutions and/or community facilities; and performs other related duties as assigned.

Distinguishing Characteristics:

Incumbents of this class work under general direction, which is limited to assuring conformance of the work to administrative policies and procedures, program goals and objectives and professional requirements. Judgment and resourcefulness are required in developing and administering the dental hygiene program in the assigned area, determining program needs, assessing available resources and recommending and suggesting improvements in the program accordingly. Person-to-person relationships are important and significant at this level; there are frequent contacts with school administrative personnel, social agencies, community groups and public health and hospital personnel for the purpose of obtaining cooperation and assistance in organizing and administering the dental hygiene program in the assigned area.

Examples of Duties:

Assigns, reviews and evaluates the work of a group of dental hygienists providing dental hygiene services to school children or others; instructs hygienists on new and improved dental health methods, techniques and procedures; spot-checks work progress and records of subordinates to determine whether proper coverage is made and proper procedures of recording and reporting dental conditions are followed; initiates studies to determine the extent of dental care received by members of a community, and the acceptance and effectiveness of the State dental health programs; develops and evaluates dental health materials for use by school and community personnel, makes material available, and assists teachers and others in preparing material for classroom instruction on dental health; arranges for subordinate hygienists to participate in community conferences and meetings as resource personnel; personally gives talks and demonstrations as requested by community and school groups and plans and presents exhibits, displays, etc., during conventions, health fairs and other community-sponsored events; participates in overall program planning by making recommendations and suggestions at staff meetings and conferences; plans and supervises field training of dental hygiene students and in-service training programs for dental hygienists, teachers and allied workers in public health dental hygiene educational methods and techniques; performs such personnel management functions as evaluating employee performance, initiating requests for personnel actions such as promotions, transfers and terminations, approving requests for

leave, resolving disciplinary problems, grievances, etc.; may recommend budgetary needs of the program; prepares or supervises the preparation of reports and correspondence.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires:

Knowledge of: Principles and practices of dental health and hygiene and supervision, the role of dental health in the overall health program in schools and communities and the literature, trends and recent developments in dental health.

Ability to: Plan, lay out and review the work of others; evaluate and develop resource material for use in instruction on dental health; evaluate the effectiveness and recommend improvements in dental health programs, give speeches and demonstrations, establish and maintain effective working relationships with others; prepare clear and concise reports and correspondence.