UNIVERSITY OF SOUTHERN CALIFORNIA

Registered Dental Hygienist

Job Code: 191023

Grade: HF
OT Eligible: Yes
Comp Approval: 11/4/2002

JOB SUMMARY:

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>JOB ACCOUNTABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Schedules dental appointments for patients.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Assesses patient's health history to determine if treatment is appropriate. Evaluates patient's vital signs to determine if they meet treatment criteria. Gathers all of the patient data and information for the dentist. Charts medical and dental histories.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Performs intraoral and extraoral examination to check for abnormalities.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Cleans and polishes teeth using scaling instruments and a rotating polisher. Applies decay preventive agents such as fluorides and sealants.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Takes and develops dental X-ray films.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Evaluates patient's home care. Educates patient on good oral hygiene practices.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Evaluates patient's treatment needs. Advises patient on treatment needs.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Plans appropriate treatment for the patient. Determines and plans patient recall frequency. Determines appropriate referrals for further dental hygiene treatment. Refers patient to appropriate dental practitioners and makes appropriate appointments.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Administers local anesthetic and nitrous oxide sedation as needed. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Specialized/Technical Training

**Minimum Experience:**
- 1 Year

**Minimum Field of Expertise:**
- Directly related experience in field. Must have a minimum of a two-year degree from an accredited (American Dental Association) dental program. Must have a California Dental Hygienist license. Must have a California Radiology license.

**Preferred Experience:**
- 2 Years

**Skills: Administrative:**
- Clinical documentation
- Communicate with others to gather information
- Gather data
- Input data
- Schedule appointments
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Machine:**
- Computer Network (Department or School)
- Personal Computer
- X-ray Equipment

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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