#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: **Dental Hygienist** Responsible to (insert job title): **Assistant Clinical Director**Department(s): **Oral Health Service (OHS)**Operating Division: **NHS Lothian – West Lothian CHP**Job Reference: **152804**No of Job Holders: **6**Last Update (insert date): **30 April 2008** |

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| 2. JOB PURPOSE |
| The post holder, who requires to be registered with the General Dental Council, is responsible for providing a comprehensive range of clinical dental hygiene treatments and instructions under the prescription of the referring dentist and being involved in planning and providing extensive Oral Health Promoting (OHP) activities to a range of client groups and individuals |

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| **3. DIMENSIONS** |
| The service covers various locations in Lothian including:* Schools
* Health Centres
* Hospitals
* Care homes
* Day care centres
* Resource centres
* Drop-in centres for drug users and homeless people
* Domiciliary care

The post holder will be given a base clinic on appointment but will be expected to work at any location in Lothian as the needs of the service dictate. |

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| 4. ORGANISATIONAL POSITION |
| Clinical Director  Assistant Clinical Director DCP Manager Lead DCP ClinicianDental Hygienist |

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| 5. ROLE OF DEPARTMENT |
| The role of the Oral Health Service is to:* Promote oral health
* Monitor the oral health of the population of Lothian
* Inspect selected populations for oral disease
* Provide training for all members of the dental team both pre and post qualification
* Provide general dental services, including specialist services, for all those who cannot obtain this from general dental practice

These groups are:* Anyone with a physical or learning disability who has difficulty accessing care in general dental practice
* Anyone with a medically compromising condition who has difficulty accessing care in general dental practice
* Anyone with a drug or alcohol abuse problem whose condition makes it difficult for them to access the general dental service
* Any child whose family cannot or will not take them to a dentist
* Anyone with mental illness who has difficulty accessing care in general dental practice
* Any patient in hospital
* Anyone in a care home who has difficulty accessing care in general dental practice
* Anyone whose fear of dentistry discourages them from seeking dental treatment
* Homeless people who have difficulty accessing care in general dental practice
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| 6. KEY RESULT AREAS |
| * Carryout the full range of treatment currently permitted under the General Dental Council regulations which may be provided within a dental surgery, or on a domiciliary basis.

Specific duties may only be undertaken if **trained and competent** to do so, through a written course of treatment; -Permitted Duties of a Dental Hygienist* Cleaning and polishing of teeth including restorations
* Scaling teeth including the provision of specialist periodontal invasive therapy
* Monitoring periodontal disease and caries using diagnostic indices
* Application to the teeth of prophylactic materials and medicaments
* Providing oral health advice both to individuals and groups especially tailoring it to the needs of the clients. This includes carers of clients with special needs.
* Administer local infiltration analgesia without direct supervision of a registered dentist.
* Administer of inferior dental block analgesia under the direct supervision of a registered dentist
* Replace crowns and restorations with a temporary cement if lost during scaling
* Remove excess cement using instruments which may include rotary handpieces
* Taking impressions
* Taking radiographs
* Placement of temporary restoration if restoration is lost during scaling
* Treat patients under conscious sedation (in presence of dentist)
* Administration of drugs prescribed by dentist
* Undertake detailed medical histories for all patients including close liaison with the referring dentist and general medical Practitioner if appropriate.
* Provide Oral Health Education at chairside, including dietary, oral hygiene and smoking cessation advice to improve the patient’s and carers knowledge and enable them to make choices to improve their own oral health and that of their family.
* The Supervision of dental nurses in clinical and non-clinical settings to ensure compliance with local and national guidance including clinical guidelines, infection control and health and safety issues.
* Obtain and develop Oral Health Promotion materials for use in one-to-one discussions and group activities in order to increase recipients’ level of knowledge to effect behavioural change.
* Plan and carry out, in conjunction with the Oral Health Promotion team, wider Oral Health Promotion activities both inside and out with the organisation aimed at improving the knowledge and understanding of Oral Health issues in the Lothian population
* Organise and maintain an efficient clerical and administrative system enabling essential paperwork regarding monthly programme and activity data to be available when required and forwarded timeously and accurately to others
* Order and monitor stock levels of oral health promotion materials for various establishments to allow tooth brushing programmes to be run efficiently
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| 7a. EQUIPMENT AND MACHINERY |
| * Hand instruments required for every clinical procedure and operation undertaken in the role of dental hygienist
* Ultrasonic scaling equipment
* Syringes, cartridges, and hypodermic needles for administration of local anaesthetic
* Dental hand pieces
* Personal Computer-communication, record keeping, surveys, audit and health promotion materials
* Autoclave-sterilisation of equipment and instruments
* Ultrasonic bath- for cleaning of instruments
* Dental chair and unit
* Aspirator for suction and airway maintenance
* Curing light-for setting fissure sealants/materials
* X-ray viewer
* Mobile Dental Unit
* Compressor-for power to unit and aspirator
* Hoist, wheelchair, and manual handling aids-to assist with transfer of patients with poor mobility
* Emergency equipment-including O2 cylinders, drugs, and resuscitation equipment
* Domiciliary dental equipment
* Oral Hygiene products
* Display boards, flip charts etc for health promotion talks
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| **7b. SYSTEMS** |
| * Interpretation and application of clinical records in liaison with prescribing dentist and multi-disciplinary team
* Management of a recall system
* Collection of patient charges
* Ordering of supplies
* Manual or computerised maintenance of patient records in a secure environment
* Processing and reporting of patient complaints
* Reporting and logging of adverse events
* Processing and collection of activity data via manual or computerised systems
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post holder will use initiative and freedom to act in all required duties with access to guidance and support from the Senior Community Dentist and prescribing dentist
* Work will depend on the needs of the service
* Work will be reviewed as part of the Performance Development Review process on an annual basis
* Regular meetings will be held between the Lead DCP Clinician and the Dental Hygienists
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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder will work autonomously, managed not supervised to carry out clinical treatment as written by the prescribing dentist and is required to make clinical judgements during delivery of care.
* Assessment and review of patient’s periodontal condition and oral hygiene status using periodontal charts and indices
* Advise patient on appropriate actions needed to maintain oral health
* Monitor oral health during course of treatment and decide if early referral back to dentist is needed.
* Selection of appropriate equipment and techniques for oral hygiene measures depending on patients’ ability to comply
* Implement Oral Health Promotion programmes and training as appropriate to target groups
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Manipulation of fine tools and materials. High degree of accuracy important and highly developed physical and fine motor skills needed.
* Special knowledge, underpinned by theory, required across a range of procedures.
* Treating and communicating with patients with complex needs such as Medically compromised, phobias, challenging behaviour, elderly, mental ill health, physical and learning disabilities
* Managing workload from several clinicians and/or multiple clinics
* Working in clinics without reception staff
* Preparation and delivery of talks to groups of people about Oral health
* Complying with Continual Professional Development (CPD) requirements
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Internal

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| **Patients and Carers**  | Contact by telephone, face to face and email regarding clinical issues, queries, and appointments |
| **Referring Dentist**  | Contact by telephone, face to face and email regarding clinical issues, queries, and appointments |
| **Line manager** | Clinical issues, performance and personal development, quality issues, conflict resolution   |
| **Senior Dental Nurses/ Dental Nurse** | Directly, regarding clinical support issues |
| **Support Services Manager**  | Equipment faults, requisitions |
| **Office manager**  | Administrative enquiries, sickness absence |
| **I.T. dept** | Computing and email advice and queries |
| **Procurement** | Enquiries re stock and equipment orders |
| **Human resources**  | Information and Advice |
| **Staff Representative**  | Information and Advice |

**External**

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| **Education**(e.g., schools and special schools) | Provides multi-professional colleagues with complex and specialist information requiring tact and persuasive skills, confronting the issue of oral health within these organisations |
| **Health care**(primary and secondary care settings) |
| **Statutory and Voluntary social care**(e.g., care homes, rehabilitation, homeless facilities |
| **Workplaces** |

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### 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

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| Demands of the job | Physical | Mental  | Environmental | Emotional |
| Dental hygienists require highly developed physical skills with a high degree of precision and manual dexterity |  |  |  |  |
| Intensive and lengthy periods of concentration are required along with well-developed hand/eye co-ordination |  |  |  |  |
|  There is a daily requirement to sit, stand or kneel and work for prolonged periods of time in a fixed position while carrying out precise clinical treatments as described above |  |  |  |  |
| Continual repetition of health messages, necessary to promote behavioural change in non-motivated patients, carers or groups |  |  |  |  |
| Stress of treating patients and communicating with their cares and relatives who are often anxious, may be abusive or unpredictable while maintaining a calm and professional manner |  |  |  |  |
| Sensitivity to social, cultural and intellectual diversity between patient groups, carers and relatives |  |  |  |  |
| Occasionally being asked to work in clinics without administrative support |  |  |  |  |
| Frequently dealing with unpleasant oral conditions e.g. infection, halitosis and bodily fluids and patients with poor personal and domestic hygiene |  |  |  |  |
| Regular need to deliver care in non-clinical environments e.g. bedrooms, bathrooms, kitchens and toilets |  |  |  |  |
| Transporting equipment that can be bulky or heavy e.g. health promotion materials and domiciliary equipment |  |  |  |  |
| Being made to feel unwelcome or being shown a lack of respect thus undermining professional confidence while carrying out treatment or OHP out with the surgery environment |  |  |  |  |
| Stress of keeping to tight time schedule when driving between multiple locations |  |  |  |  |
| Adapting to different care settings |  |  |  |  |
| Unpredictability of clinical day e.g. poor timekeeping and variable attendance rate by patients |  |  |  |  |
| Difficulty in recruiting to dental hygienist posts leading to heavy workloads and need to cover different patient groups  |  |  |  |  |
| Responsibility for clinic in absence of dentist |  |  |  |  |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Knowledge of range of dental hygiene techniques acquired through training as a Dental Hygienist to either Certificate of Proficiency in Dental Hygiene or Diploma in Dental Hygiene plus experience to a degree equivalent level, including preferably specialist training and experience of specific client groups with complex needs.Fulfil CPD requirements in order to maintain registration with General Dental Council.Attend all mandatory training e.g. Infection control, fire safety, manual handling. violence and aggression, Basic Life Support etc.. |

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| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder’s Signature: Head of Department Signature: | Date:Date: |