

## CITY OF HAMILTON

### **HEALTHY & SAFE COMMUNITIES DEPARTMENT** **(PUBLIC HEALTH SERVICES - HEALTHY FAMILIES DIVISION – DENTAL CLINIC SERVICES – LOCATION –** **1447 UPPER OTTAWA ST.)**

#### **DENTAL HYGIENIST - CLINIC – CUPE 5167**

#### **SUMMARY OF DUTIES**

Under the direction of the Supervisor, Dental Services, the Registered Dental Hygienist is responsible to advocate, promote and provide dental public health programs outlined in the Ministry of Health and Long Term Care (MOHLTC), Ontario Public Health Standards (OPHS), the Health Protection and Promotion Act (Healthy Smiles Ontario (HSO), Preventive Services), and City of Hamilton policies, procedures and work instructions. The Registered Dental Hygienist will provide non-surgical preventive clinical services at various locations to the community at large.

All services are to be delivered in a non-discriminatory manner.

#### **GENERAL DUTIES**

Evaluates and recognizes existing oral conditions requiring treatment and assesses eligibility for publicly funded dental programs such as HSO.

Ensures appropriate documentation to meet legal, professional and organizational requirements.

Maintains accurate and confidential records in all cases in the delivery of public health dental programs.

Collects, records, and maintains data; reports on mandated programs and clinical services.

Maintains clinical records as required by Supervisor, Dental Services, pertinent legislation and registering college (College of Dental Hygienists of Ontario (CDHO)).

Refers cases of suspected dental neglect to the Supervisor, Dental Services and the appropriate Children's Aid Society (CAS or CCAS). Under the Child and Family Services Act, professionals are required to report cases of suspected neglect and abuse to the appropriate Children's Aid Society.

In co-operation with clinical dentists, carries out non-surgical diagnostic (i.e. radiographs, charting) and clinical preventive services (prophylaxis, topical fluoride, pit and fissure sealant, scaling, oral hygiene instruction, diet counseling, smoking cessation and other services as appropriate) in the PHS dental clinics.

Complies with current infection prevention and control (IPAC) guidelines, in accordance with the MOHLTC, CDHO, and the Royal College of Dental Surgeons of Ontario (RCDSO). Prepares and sterilizes instruments, and maintains laboratory and dental equipment, as required.

Helps maintain inventory of clinical supplies and informs staff responsible for ordering when supplies are low.

Coordinates, assembles and presents various reports (both written and verbal) as required, and within deadlines defined by the Supervisor, Dental Services.

Engages in research and projects (PHS, MOHLTC, Community Dental Health Services Research Unit (University of Toronto)) as requested by the Supervisor, Dental Services. Includes proposal development, planning, data collection and analysis, evaluation.

Assists management in planning, implementing and evaluating in-service programs to ensure staff remains current in their professional procedures/methods.

Attends staff meetings and sits on various committees (departmental and external) as deemed appropriate by the Supervisor, Dental Services.

Uses allocated time, physical facilities, supplies, equipment and other resources appropriately and effectively.

Demonstrates shared responsibility for occupational health and safety in the workplace. Performs job functions in accordance with relevant legislation and established policies and procedures. Recommends safety procedures related to the job/occupation including, but not limited to, IPAC guidelines, policies and procedures. Provides advice and/or training to employees and the public, as required, in the area of infection control and the use of personal protective equipment.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs such other duties as may be assigned by the Supervisor, Dental Services in accordance with job responsibilities or department objectives.

### **QUALIFICATIONS**

1. Demonstrated knowledge of the theories and principles of dental hygiene normally acquired by the completion of a Community College diploma in Dental Hygiene or equivalent combination or related experience and education.
2. Current registration with the College of Dental Hygienists of Ontario (CDHO).
3. Varied experience in different dental settings with different age groups (such as children, adults, geriatrics).
4. Current CPR Basic Rescuer certification.
5. Experience in a computerized environment. Working knowledge of Microsoft Office (Word, Excel, Microsoft Office, PowerPoint).
6. Working knowledge of Ontario Regulations and Guidelines pertaining to the provision of dental hygiene services.
7. Demonstrated ability to independently assess the nature and extent of dental and associated conditions and pathology in dental outpatients.
8. Demonstrated ability to work as a team member within a clinical environment.
9. Working knowledge of patient screening, charting, and medical history procedures and documentation.
10. Demonstrated ability to communicate technical information to non-technical personnel.
11. Demonstrated ability to perform a full range of established dental hygienist protocol and procedures.
12. Demonstrated ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
13. Demonstrated ability to independently perform emergency dental procedures.
14. Demonstrated ability to work as a team member within a clinical environment.
15. Demonstrated ability to operate, maintain, and troubleshoot a wide range of dental equipment in accordance with prescribed procedures and standards.
16. Working knowledge of community resources.

17. Must possess excellent interpersonal skills and demonstrated ability to relate to peers, superiors and patients with tact and professionalism.
18. Demonstrated ability to communicate verbally with patients and demonstrated ability to prepare written reports and educational programs.
19. Demonstrated ability to conduct research for educational programs.
20. Demonstrated ability to organize and present educational programs.
21. Demonstrated ability to give direction and instruction to students of dental assisting and dental hygiene programs.
22. Must possess a valid Class "G" Ontario Driver's Licence.
23. Provision of a vehicle for use on the job.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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