

## CITY OF HAMILTON

### PUBLIC HEALTH SERVICES

### CLINICAL AND PREVENTIVE SERVICES DIVISION – DENTAL SERVICES – LOCATION –110 KING ST. W., 3<sup>rd</sup> FLOOR)

### DENTAL HYGIENIST (CLINIC) – CUPE 5167

#### SUMMARY OF DUTIES

Under the direction of the Manager, Clinical 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) Mandatory Health Services Guidelines, under the Health Protection and Promotion Act—Healthy Smiles Ontario (HSO), Preventive Services, and provide non-surgical preventive clinical services at. 110 King Street West 3<sup>rd</sup> floor

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

#### GENERAL DUTIES

Evaluate and recognize existing oral conditions requiring treatment and assess eligibility for publicly funded dental programs such as Healthy Smiles Ontario (HSO)

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

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

Collect, record, and maintain data and reports on mandated programs and clinical services.

Maintain clinical records as required by the Clinical Manager, Dental Services, pertinent legislation and registering college.

Refer cases of suspected dental neglect to the Clinical Manager, 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, carry out non-surgical diagnostic (i.e. radiographs, charting) and clinical preventive services (prophylaxis, topical fluoride, pit & fissure sealant, scaling, oral hygiene instruction, diet counseling, smoking cessation and other services as appropriate) in the PHS dental clinics.

Comply with current infection control guidelines, in accordance with the MOHLTC, CDHO, and the Royal College of Dental Surgeons of Ontario (RCDSO). Prepare and sterilize instruments; maintain laboratory and dental equipment, as required.

Help maintain inventory of clinical supplies and inform staff responsible for ordering when supplies are low.

Coordinate, assemble and present various reports (both written and verbal) as required, and within deadlines defined by the Manager, Dental Services.

Engage in research and projects (PHS, MOHLTC,) as requested by the Clinical Manager, Dental Services. Include proposal development, planning, data collection and analysis, evaluation.

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

Attend staff meetings and sit on various committees (departmental and external) as deemed appropriate by the Clinical Manager, Dental Services.

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

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

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

Work 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.

### **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 and self-initiation status 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 XP (Word, Excel, Microsoft Office, PowerPoint). Working knowledge or experience using Abledent an asset
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. Experience with digital radiography an asset.
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.

**NOTE:**

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure