



Simcoe Muskoka District Health Unit
POSITION DESCRIPTION

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| POSITION TITLE: REGISTERED DENTAL HYGIENIST | POSITION NUMBER: |
| SERVICE AREA: Clinical Services | PROGRAM AREA: Oral Health |
| REPORTS TO: Oral Health Program Manager | REVIEW DATE: May 10, 2006 |
| PURPOSE OF POSITION: To provide oral health services in dental screening and follow-up, using the Oral Health Information Support System (OHISS), Preventive Programs including application of Pit and Fissure Sealants and Topical Fluoride, Health Promotion Campaigns, and curriculum support to teachers. | |
| POSITION SKILLS & COMPETENCIES REQUIRED: | |
| <p>Education: Community College Diploma, completion of Dental Hygiene Program (two-year program). Must be a Registered Dental Hygienist in good standing with the College of Dental Hygienists of Ontario</p> <p>Related Experience: 1-3 year's relevant experience as a Registered Dental Hygienist; experience in public health case management preferred.</p> <p>Specific knowledge, skills, abilities:</p> <ul style="list-style-type: none"> • Advanced assessment, judgment, clinical and case management skills relating to dental health of children and children at high risk of dental disease; • Advanced interpersonal, oral and written communication skills; • Intermediate skills in Microsoft Word, Excel and Outlook; • Intermediate organization and planning skills; • Comprehensive knowledge of infection control standards; • Intermediate research skills, including the collection, analysis and presentation of data; • Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district; • Able to work independently within established parameters and to function effectively as a member of a team. | |
| KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY): | |
| <p>Collect oral health information & provide health surveillance of the community</p> <ul style="list-style-type: none"> • Collects oral health status information on children in elementary schools as well as preschool children; • Responsible for calibrated data collection for the dental screening program using OHISS; • Provides meaningful oral health data for children in the Simcoe Muskoka District; • Monitors oral health data of school aged children which contributes to the community profile of morbidity. | Ave. % of time: 40% |
| <p>Provide case management for children in urgent need of dental treatment</p> <ul style="list-style-type: none"> • Identifies individual children in urgent need of dental treatment from the screening program and DIS; • Provides case management until treatment is received, including referral to the Children's Aid Society (CAS) if warranted; • Acts as an advocate for the child in meeting their needs for urgent dental care; • Monitors treatment of children with urgent need through telephone and mail correspondence over a period of time; • Offers Children in Need of Treatment (CINOT) funding to families without dental insurance and no means financially to obtain services of a dentist. | Ave. % of time: 30% |

| KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued ... | |
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| <p>Provide pit and fissure sealant programs, scaling and topical fluoride applications to children at-risk of dental diseases</p> <ul style="list-style-type: none"> • Offers preventive services free of charge to children screened who are at high risk for dental disease; • Provides assessment skills and risk management regarding the child's medical history and may require further follow-up with the physician/nurse practitioner or dentist; • Ensures standard infection control in the clinic settings, including the disinfecting and sterilizing of all clinical equipment. | Ave. % of time: 20% |
| <p>Provide health promotion materials to parents, curriculum support to schools, and presentations to community groups</p> <ul style="list-style-type: none"> • Promotes importance of Oral Health through advocacy and presentations to other health care providers, and ensures newsletter inserts, school announcements, and school campaigns. | Ave. % of time: 4% |
| <p>Ensures CINOT quality assurance</p> <ul style="list-style-type: none"> • Random completed claims are reviewed for quality assurance purposes. | Ave. % of time: 1% |
| <p>Provide Infection Control Standards</p> <ul style="list-style-type: none"> • Provides autoclaving and sterilization of dental equipment; • May provide biological monitoring of all of the autoclaves on regular basis; • Well-versed in Infection Control Standards to ensure self and children are not at risk (e.g. unsterilized equipment). | Ave. % of time: 5% |
| <p>Contribute to team and agency effectiveness</p> <ul style="list-style-type: none"> • Works collaboratively as a member of the team; contributes to positive team functioning. • Assists service, program and functional units in carrying out their mandates. • Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values and strategic directions. • Respects and ensures confidentiality in all work performed on behalf of the Agency. • Demonstrates a strong customer service focus in dealing both internally and externally. • Participates on Agency-related committees as assigned. • Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster. | Ongoing |
| <i>Management has the right to change position requirements from time to time as Agency conditions dictate.</i> | |
| CONTACTS & COMMUNICATION: | |
| Internal: Dental Assistants, Program Manager, Program Supervisor, Dental Consultants and other Agency staff. | |
| External: Elementary School Secretary/Principal, Parent/Guardian, Teachers, students, preschool program providers, members of the dental community, other health care providers and community partners. | |
| RESPONSIBILITY FOR RESOURCES: | |
| Staff: Provides functional & technical support including information/assistance to Dental Assistants; monitors accuracy of documentation. | |
| Financial: N/A | |
| Information: Collects & provides oral health information; case management of urgent need children using OHISS. | |
| Materials & Equipment: Provides health promotion materials and curriculum support; use of materials and equipment to perform job function. Responsible for the maintenance, transportation and proper storage of equipment; and the scheduling of vehicles and reporting the need for vehicle maintenance. | |

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| EFFORT REQUIRED: |
| Mental: <ul style="list-style-type: none">• Considerable attention to detail/audio concentration for case management by telephone with parents, team meetings;• Considerable attention to detail/visual concentration for clinical findings for dental screening program providing pit and fissure sealants, fluoride & scaling to high risk children in clinics;• School programs must be completed between September and June of each year;• Analysis related to case management and referral of dental neglect to CAS;• Negotiation and conflict resolution required in work with other staff and clients. |
| Physical: <ul style="list-style-type: none">• Considerable lifting and moving of portable dental equipment in/out of health unit vehicle, in/out of schools, for clinics; heavy weight (over 35 pounds e.g. compressor is 70 pounds).• Considerable standing and bending over children in dental chair.• Considerable manual dexterity to provide screening, scaling & preventative treatments for children. |
| WORKING CONDITIONS SPECIFIC TO POSITION: |
| <ul style="list-style-type: none">• The majority of the position responsibilities are performed in elementary school settings, some general office environment applies for case management related duties;• Position requires constant travel to schools in the Simcoe Muskoka District including driving in inclement weather conditions;• Considerable exposure to adverse conditions e.g. hot/cold rooms in schools, poor ventilation in older schools, poor ergonomics in clinics;• Considerable exposure to potential health and safety hazards i.e. potentially infectious bodily fluids, sharp stick from contaminated dental explorers, exposure to chemicals (phosphoric acid, bleach, disinfectants), burn hazards from steam autoclaves;• Limited work in isolation related to access to manager by phone typically;• Limited hours of work related to work in schools and no/limited opportunity to take breaks. |

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Clinical Service

MOH/CEO SIGNATURE: Original document signed by Dr. C. Gardner, MOH
DATE: _____

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| POSITION HISTORY: Nov.2/06 - Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests. April 19/07 – the May 10/06 Position Description was changed under Leadership based on a position appeal and further review by the Executive Committee. May 18/07 – change in job evaluation of May 10/06 Position Description as a result of Position Description change i.e. Leadership Oct 15/14 – Minor modification were made to Position Description |
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