

I. DESCRIPTION OF WORK

Positions in this banded class provide dental care and treatment to patients for initial therapy and/or recall according to the Dental Hygienist Practice Act. These positions work in a co-therapy role with the assigned Dentist. Work includes preparing the operatory for patient treatment, obtaining patient charts, escorting patients from the waiting room, recording patient information, and scheduling additional appointments as needed. Work also involves exposing radiographs and monitoring supplies and materials. Work may involve recruitment, enrollment, consenting and collecting study samples for clinical trial participants.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level perform dental care according to the Dental Hygiene Practice Act. Work may involve participation in research studies and student instruction.	Positions at this level perform dental care according to the Dental Hygiene Practice Act in general dentistry clinics and/or specialty care area(s). Work may include clinical research activities and instruction of students in the School of Dentistry. Positions may have responsibility for coordinating one or more programs.	Positions at this level perform dental care according to the Dental Hygiene Practice Act in a specialty care area(s) and/or care involving high-risk patients. Work may include program administration, clinical research activities and instruction of students in the School of Dentistry. Positions may have responsibility for coordinating one or more clinical or administrative programs. Work may involve supervision of others.

III. COMPETENCIES

Competency	Definition
Knowledge-Professional	Possession of a designated level of professional skill and/or knowledge in specific area(s) and to keep current with developments and trends in area(s) of expertise, usually acquired through post-secondary education.
Patient Care	Ability to assess, prevent, and treat patients in a clinical or medical setting. Ability to manage the physical and mental well being through on going education.
Clinical Research	Ability to assess patients for entry into research studies. Ability to collect, maintain, and analyze patient data according to research protocols.
Information/Records Administration	Ability to utilize appropriate data collection policy and procedures, filing systems, data management systems, and programs. Ability to compile, assimilate, organize, and store printed and electronic information. Ability to review, compile, and analyze information to prepare reports.
Instruction	Ability to instruct and train employees, students, faculty and/or other clients.
Program Coordination	Ability to coordinate and administer programs, activities and protocols. Ability to monitor resources and quality control associated with a program.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Possession of a designated level of professional skill and/or knowledge in specific area(s) and to keep current with developments and trends in area(s) of expertise, usually acquired through post-secondary education.

Contributing	Journey	Advanced
<p>Knowledge of the principles, practices and regulations governing general dental hygiene.</p> <p>Knowledge of patient care protocols, medical guidelines and clinical procedures in general dental hygiene treatment.</p> <p>Knowledge of dental hygiene patient care practices and patient charting methods.</p> <p>Ability to keep current about new clinical treatments, techniques, and technologies in the field of dental hygiene.</p>	<p>Full knowledge of the principles, practices and regulations governing general dental hygiene and/or specialty areas of dentistry.</p> <p>Full knowledge of patient care protocols, medical guidelines and clinical procedures in general dental hygiene and/or an area of dental specialty.</p> <p>Full knowledge of patient care management and administer</p> <p>Ability to apply continual learning of new clinical treatments, techniques, and technologies in the field of dental hygiene; ability to understand and apply new clinical treatments, techniques, and technologies as appropriate.</p>	<p>Comprehensive knowledge of the principles, practices and regulations governing clinical dental hygiene in specialty care areas of dentistry.</p> <p>Comprehensive knowledge of patient care protocols, medical guidelines and clinical procedures in specialty areas and in advanced dental hygiene treatments.</p> <p>Considerable knowledge of proper patient care management and administrative standards as it pertains to clinical areas.</p> <p>Ability to apply continual learning of new clinical treatments, techniques and technologies in specialized areas and for high-risk patients.</p>

Patient Care

Ability to assess, prevent, and treat patients in a clinical or medical setting. Ability to manage the physical and mental well being through on going education.

Contributing	Journey	Advanced
<p>Ability to perform patient services consistent with the Dental Hygiene Practice Act; ability to notify dentist when the patient is ready to be checked.</p> <p>Ability to educate the patient in proper oral hygiene and alternative treatment methods; ability to provide information about behavior modification programs; ability to communicate home care instructions so others will understand.</p> <p>May require ability to prepare the operator for patient treatment, including instrument set-ups, obtaining patient charts, cleaning and sterilization of dental instruments; ability to ensure appropriate stocking of all needed supplies and materials.</p>	<p>Ability to perform general and specialized patient services consistent with the Dental Hygiene Practice Act; ability to make appropriate referrals and completes charting.</p> <p>Ability to educate the patient in proper oral hygiene and alternative treatment methods; ability to discuss alternative treatments with other dental professionals.</p>	<p>Ability to perform specialized patient services consistent with the Dental Hygiene Practice Act in specialty care areas such as Pediatrics, Geriatrics and clinics in the hospital (operative); ability to perform services for high-risk patients. Ability to assist students in correctly assessing a problem or in completing the solution. May require ability to supervise students and/or staff. May require ability to advise on and help evaluate procedures followed in the clinic.</p> <p>Ability to educate the patient in proper oral hygiene and alternative treatment methods; ability to train students and staff in effective patient education methods; may require ability to develop educational materials.</p> <p>May require ability to purchase dental supplies and materials.</p>

Clinical Research

Ability to assess patients for entry into research studies. Ability to collect, maintain, and analyze patient data according to research protocols.

Contributing	Journey	Advanced
<p>Ability to assist dental faculty in clinical research involving dental hygiene procedures, as requested.</p>	<p>Ability to screen, enroll and consent patients for entry into research trial including the taking of patient history, review of medical record, assessment of medical history and functional status of the patient.</p> <p>Ability to provide patient care and follow-up as delineated by the specific research protocol; ability to make adjustments in patient care to ensure proper treatment and compliance with research study protocols.</p> <p>Ability to provide instruction on clinical research studies and clinical trial protocols.</p>	<p>Ability to educate potential patients before entry into research trial; may require ability to assist with research review, analysis and reporting.</p> <p>Ability to provide technical expertise for research design; may require ability to work directly with outside research agencies.</p>

Information/Records Administration

Ability to utilize appropriate data collection policy and procedures, filing systems, data management systems, and programs. Ability to compile, assimilate, organize, and store printed and electronic information. Ability to review, compile, and analyze information to prepare reports.

Contributing	Journey	Advanced
<p>Ability to collect and record patient data; schedule additional appointments as needed.</p> <p>Ability to maintain accurate and timely patient information.</p>	<p>Ability to identify problems and opportunities to improve patient data collection.</p> <p>Ability to ensure accuracy and timely entry of patient information by dental assistants; ability to recommend improvements and changes in information/records administration.</p>	<p><i>See Contributing and Journey levels.</i></p>

Instruction

Ability to instruct and train employees, students, faculty and/or other clients.

Contributing	Journey	Advanced
<p>Ability to communicate and disseminate dental health educational information.</p> <p>Ability to instruct the students of the School of Dentistry on role of dental hygienist as requested.</p>	<p>Ability to apply knowledge of educational theory and techniques in the field of dental health; ability to apply knowledge of display techniques and skill in the arrangement and operation of visual aids; ability to develop and disseminate dental health educational information.</p> <p>Ability to provide training, instruction and consultation to students of the School of Dentistry and other staff in dental hygiene procedures and techniques. Ability to assist the students of the School of Dentistry with the scheduling, screening and follow-up referral of patients; ability to track student work</p> <p>Ability to prepare and deliver lectures and educational sessions on dental health education to various groups.</p>	<p>Ability to instruct students of the School of Dentistry in proper utilization of the dental hygienist in private practice. Ability to monitor the performance of dental students; ability to report findings as needed.</p> <p>Ability to develop and design unit's patient education curriculum. Ability to provide education programs to specialized groups (nursing homes, in-patients; and outpatient clinics). Ability to provide outreach services to community groups (schools, senior citizens).</p>

Program Coordination

Ability to coordinate and administer programs, activities and protocols. Ability to monitor resources and quality control associated with a program.

Contributing	Journey	Advanced
<p>Ability to plan work to meet program objectives and deadlines; ability to assess the needs and make changes in process, work flow and/or assignments.</p> <p>Ability to advise on and help evaluate procedures followed in the clinic.</p>	<p>Ability to establish goals and objectives of program(s), set and changes deadlines; ability to plan, assign and analyzes work of others; ability to monitor performance.</p> <p>Ability to establish clinical and business procedures; ability to monitor effectiveness and quality; ability to make improvements as needed.</p>	<p>Ability to design programs; ability to work with other departments and organizations to coordinate programs.</p>

V. MINIMUM TRAINING & EXPERIENCE

Licensed to practice as a Dental Hygienist in the State of North Carolina.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.