

Position Title: Hygiene Coordinator  
Employee Status: Non-Exempt  
Reports To: Beth Baker

**Job Summary:**

The Hygiene Coordinator develops the hygiene department so that staff performs quality, caring hygiene treatment to patients in a comfortable and non-threatening environment. The Hygiene Coordinator encourages staff members to perform with clinical adeptness, teamwork and communication with each other and patients. The Hygiene Coordinator develops and fosters preventive attitudes, knowledge and awareness of good oral hygiene, and ongoing periodontal assessment and soft tissue management programs with every patient.

**Essential Duties:**

- Sets the performance standards and production goals for the hygiene staff, ensures patient care is provided in the manner endorsed by the practice.
- Completes 700 hygiene appointments per month Maintain hygiene capacity of 92 days per month
- 95% hygiene re-appointment rate
- 99% use of intraoral camera during hygiene appointments
- \$25 increase in average production per hygiene appointment over the previous year
- Trains the hygiene staff in their duties and responsibilities and works to expand their skills and knowledge as appropriate.
- Motivates team for high performance and refines procedures for optimum production.
- Establishes the hygiene staff's work hours and schedule.
- Implements a hygiene program that reflects the importance of early diagnosis and optimal non-surgical treatment of periodontal disease.
- Informs hygiene staff in the etiology and progress of periodontal disease. Evaluates the periodontal status of every patient and individually develops a treatment plan to convert prior "prophy" patterns to continuing regimens.
- Acts as liaison between the doctor and the hygiene staff.
- Assures that staff maintains applicable licensure or certification, including CPR training.
- Assists management with recruiting and hiring new staff members; instructs new staff in effective treatment planning.
- Advises management on performance or behavioral problems with staff and participates in performance evaluation or disciplinary counseling meetings. Resolves conflicts that may arise with staff and/or patients.
- Conducts hygiene meetings.



- Teaches case presentations techniques to staff, as needed, to enhance effectiveness.
- Takes radiographs as directed by the doctor.
- Evaluates visual aids and patient education materials and makes changes as necessary.
- Identifies methods for simplifying paperwork and expand upon financial incentives.
- Standardizes the flow of therapy to ensure continuity of treatment, monitors scheduled therapy and contacts patients who have not completed therapy. Educates patients on the benefits of sealants for children.
- Orders hygiene instruments.
- Organizes hygiene training and lunch and learns. Establishes a hygiene call list for subs.
- Maintains a list of "quick-fill" hygiene patients to minimize schedule openings.

#### **Knowledge/Skills/Abilities:**

- Ability to explain instructions to others with less technical knowledge.
- Proficient in using conflict resolution and problem-solving techniques to manage interpersonal conflict, complaints, and other discord amongst staff or patients.
- Maintain confidentiality in management and employer-employee relation's matters.
- Ability to maintain composure and professionalism when exposed to stressful situations.
- Ability to perform scaling and root planning, take radiographs, and administer local anesthetic and Nitrous Oxide.
- Knowledge of English composition, grammar, spelling, and punctuation. Skilled in the use of standard office equipment including: telephones, calculators, copiers, fax, computers, and computer software (MS Excel, Word, Practice Management software).
- Ability to engender trust from the doctors, co-workers, and patients. Ability to work cooperatively with management, staff, and patients.
- Ability to prioritize, organize, and complete tasks in a timely and independent manner.
- Ability to understand and follow written and verbal instructions and accept constructive feedback.
- Ability to collect data, establish facts, and draw valid conclusions. Ability to communicate and express thoughts and ideas competently.
- Ability to quickly grasp relevant concepts regarding duties and responsibilities.

#### **Education / Experience:**

- High school diploma or equivalent
- Minimum of \_\_\_\_\_ year(s) relevant experience in the dental profession

#### **Special Requirements/Certifications/Licenses:**

- Valid X-ray certificate
- Current expanded functions RDH license CPR & first aid certificate



### **Physical and Environmental Requirements:**

- May be required to lift up to \_\_\_\_\_ lbs. or roll a 90-pound machine on wheels from one area to another.
- Hand-eye coordination and hand, arm, and finger mobility for detailed work with objects.
- May be required to physically assist drowsy patients after anesthesia. Active movement throughout the day: sitting, walking, standing, squatting, bending, stooping, reaching, etc. (not a sedentary position).
- Vision: close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Hearing: able to satisfactorily communicate with patients, doctor, and other staff members to ensure that verbal communication is clearly understood, particularly during emergency situations.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or operate equipment.
- May be required to administer CPR.
- Occasional exposure to toxic or caustic chemicals and radiation. Exposure to moderate noise levels and hectic, fast-paced, high anxiety environments.
- Additional or different duties may be assigned occasionally at employer's discretion."

