



**USC** University of  
Southern California

## Registered Dental Hygienist Job Description

### JOB INFORMATION

<i>Job Code:</i>	191023
<i>Job Title:</i>	Registered Dental Hygienist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Dental Assisting/Tech
<i>Job Family Group:</i>	Dentistry
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Provides clinical dental hygiene patient care. Schedules dental appointments. Assesses patient's health history to determine if treatment appropriate. Gathers all of the patient data and information for the dentist. Charts medical and dental histories. Takes and develops dental X-ray films. Evaluates patient's home care and educates patient on good oral hygiene practices. Plans appropriate treatment for patient. Determines appropriate referrals for further dental hygiene treatment and refers patient to appropriate dental practitioners.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		And
X		Specialized/technical training	Dental Hygiene	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	2 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in field.
X		TB test required within 3 months of hire.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Health Insurance Portability and Accountability Act (HIPPA) training, Bloodborne Pathogens (BBP) training, and Axiom training.

## Licenses

Req	Pref	License(s)
X		CA Dental Hygienist license.
X		CA Radiology license.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Schedules dental appointments for patients.				
Assesses patient's health history to determine if treatment is appropriate. Evaluates patient's vital signs to determine if they meet treatment criteria. Gathers all of the patient data and information for the dentist. Charts medical and dental histories.				
Performs intraoral and extraoral examination to check for abnormalities.				
Cleans and polishes teeth using scaling instruments and a rotating polisher. Applies decay preventive agents (e.g., fluorides, sealants).				
Takes and develops dental X-ray films.				
Evaluates patient's home care. Educates patient on good oral hygiene practices.				
Evaluates patient's treatment needs. Advises patient on treatment needs.				
Plans appropriate treatment for the patient. Determines and plans patient recall frequency. Determines appropriate referrals for further dental hygiene treatment. Refers patient to appropriate dental practitioners and makes appropriate appointments.				
Administers local anesthetic and nitrous oxide sedation as needed.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.