

**Program Specifications – DENTAL HYGIENE**

<b>Function Number</b>	<b>Essential Functions</b>	<b>DENTAL HYGIENE</b>
<b>1</b>	<b>DATA COLLECTION</b> Collect and record patient information from medical/dental history.	
<b>2</b>	Take and record vital signs.	
<b>3</b>	Perform extra/intraoral exam and document findings on appropriate forms or computer.	
<b>4</b>	Evaluate gingival conditions and document findings on appropriate forms or computer.	
<b>5</b>	Perform a complete periodontal assessment and document findings on appropriate forms or computer.	
<b>6</b>	<b>DENTAL HYGIENE PROCEDURES</b> Prepare operatory for patient treatment.	
<b>7</b>	Perform OSHA standard for infection control	
<b>8</b>	Evaluate gingival conditions.	
<b>9</b>	Explore gingival tissues using periodontal explorer.	
<b>10</b>	Remove calculus from existing teeth and root surfaces.	
<b>11</b>	Remove supra gingival deposits using engine polishers, air polisher, and/or selective polish.	
<b>12</b>	Floss teeth after polishing.	
<b>13</b>	Administer fluoride treatment.	
<b>14</b>	Monitor patient during and after fluoride treatment.	
<b>15</b>	<b>PERIODONTAL</b> Prepare case documentation.	
<b>16</b>	Prepare periodontal treatment plan.	
<b>17</b>	Perform procedures of nonsurgical periodontal therapy.	
<b>18</b>	Administer appropriate chemotherapeutic and/or desensitizing agents.	
<b>19</b>	Instruct patients with the use of appropriate oral physiotherapy aids.	
<b>20</b>	Instruct patients on postoperative homecare and follow-up care.	
<b>21</b>	<b>PRE-TREATMENT FUNCTION</b> Obtain consent for treatment.	

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22	Apply rubber dam.
23	Apply topical anesthesia and/or local anesthesia.
24	Prepare and take alginate impression.
25	<b>LABORATORY</b> Manipulate lab materials including gypsum products, waxes.
26	Fabricate study models for patient presentation.
27	Fabricate diagnostic casts, including trimming and finishing
28	Fabricate mouth guards including trimming and finishing.
29	<b>RADIATION HEALTH AND SAFETY</b> Expose, process, mount, label and evaluate radiographs
30	Apply the principles of radiation physics, biology, and safety in the operation of radiographic equipment to ensure patient and operator safety.
31	Knowledge of developing and duplicating radiographs to ensure quality of radiographs.
32	<b>PATIENT EDUCATION</b> Educate patient on their oral health status.
33	Provide individualized patient instruction on plaque removal.
34	Instruct patients on how to care for all dental prosthesis.
35	Provide individualized nutritional counseling.
36	Provide patients with oral and written instructions.
37	Develop and implement dental health education presentations: Patient and Community
38	<b>PREVENTION AND MANAGEMENT OF MEDICAL EMERGENCIES</b> Complete a thorough review of medical history to identify conditions that necessitate precautions, modifications or adaptations to treatment to prevent a medical emergency.
39	Recognize the signs and symptoms related to specific dental conditions/emergencies likely to occur in the dental office.
40	Implement and/or assist with appropriate procedures for the management of emergencies.

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<b>41</b>	Administration of oxygen.	
<b>42</b>	Assemble and maintain appropriate emergency supplies, drugs and equipment.	
<b>43</b>	Prepare medical emergency protocol for office/operator.	
<b>44</b>	<b>PREVENTION OF DISEASE TRANSMISSION</b> Prevent cross-contamination and/or disease transmission in all areas of the dental office.	
<b>45</b>	Select disinfection or sterilization and perform these procedures.	
<b>46</b>	Maintain aseptic conditions, before, during and after treatment.	
<b>47</b>	Follow OSHA mandates for universal precautions.	
<b>48</b>	<b>OFFICE MANAGEMENT</b> Demonstrate effective telephone etiquette.	
<b>49</b>	Maintain and control dental hygiene supplies.	
<b>50</b>	Perform preventive maintenance of operatory equipment and dental hygiene instruments.	
<b>51</b>	Demonstrate effective communication skills with patients and co-workers.	
<b>52</b>	<b>POST OPERATIVE PROCEDURES</b> Polish amalgams.	
<b>53</b>	Place dental sealants.	
<b>54</b>	Remove excess sealant material using appropriate equipment.	

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Physical Factors	YES	NO	Essential Function/s Numbers
Standing	◆		6, 13, 24-28, 29
Walking	◆		6, 24, 29, 41
Sitting	◆		1-5, 8-12, 17-20, 22, 23, 52, 53, 54
Lifting			
10 lbs.	◆		25
20 lbs.	◆		50
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		25
20 lbs.	◆		50
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		25, 41
20 lbs.	◆		50
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Climbing		◆	
Balancing		◆	
Bending	◆		6, 24, 29, 40, 45, 49
Stooping	◆		6, 24, 29, 40, 45, 49
Crouching		◆	
Kneeling		◆	
Crawling		◆	
Running	◆		40

Physical Factors	YES	NO	Essential Function/s Number
Twisting	◆		40, 50
Turning	◆		40, 50
Jumping		◆	
Grasping-Firm/Strong	◆		10, 11, 12, 17, 27, 28, 40
Grasping-Light	◆		8, 9, 17, 18, 23, 53
Finger Dexterity	◆		8, 9, 10, 11, 12, 17, 18, 22, 23, 29, 53
Reaching Forward	◆		6, 8, 9, 10, 11, 12, 13, 17
Reaching Overhead	◆		6, 29, 45, 50
Pinching	◆		6, 7, 8, 10, 11, 12
Simultaneous use of Hand, wrist, fingers (e.g. typing, data entry)	◆		8, 9, 10, 11, 12, 17, 18, 22, 23, 52, 53, 54
Coordination			
Eye-hand	◆		8, 9, 10, 11, 12, 17, 18, 22, 23, 24, 27, 28, 29
Eye-hand-foot	◆		11
Driving		◆	
Touch Characteristics (e.g. size, shape, texture)	◆		3,8
Vibration/palpation	◆		2,3,9,23
Temperature		◆	
Acuity, Near	◆		2, 8, 9, 10, 11, 12, 17, 23
Acuity, Far	◆		14
Depth perception	◆		17
Accommodation	◆		30, 32, 33, 34, 35
Color vision	◆		15, 16
Field of vision	◆		15
Hearing	◆		
Face-to-face conversation			1, 19, 20, 21, 32-36, 51
Verbal conversation with others	◆		19, 20, 21, 32-37, 51
Public speaking	◆		37
Hear normal conversation	◆		1, 19, 20, 21, 32-37, 51
Hear telephone conversation	◆		48

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<b>Environmental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Works indoors	◆		All
Works outdoors		◆	
Exposure to extreme hot or cold temp		◆	
Working at unprotected heights		◆	
Being around moving machinery		◆	
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles ( <i>specify</i> ) ( <i>Ethylene oxid gas</i> )		◆	
Exposure to toxic or caustic chemicals		◆	
Exposure to excessive noises		◆	
Exposure to radiation or electrical energy	◆		29, 30, 31
Exposure to solvents, grease, or oils	◆		25, 26, 27, 28
Exposure to slippery or uneven walking surfaces		◆	
Working in confined spaces		◆	
Using computer monitor		◆	
Working with explosives		◆	
Exposure to vibration		◆	
Exposure to flames or burning items		◆	
Works around others	◆		All
Works alone	◆		All

<b>Environmental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Works with others	◆		39, 40, 41, 42, 47, 50
Safety Equipment ( <i>Required to wear</i> )			8, 9, 10, 11, 12, 13, 17, 18, 22, 23, 25, 26, 27, 28, 52, 53, 54
Safety glasses	◆		
Face mask/face shield	◆		8, 9, 10, 11, 12, 13, 17, 18, 22, 23, 52, 53, 54
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		8, 9, 10, 11, 12, 13, 17, 18, 22, 23, 24, 25, 26, 27, 28, 29, 45, 52, 53, 54

**Program Specifications – DENTAL HYGIENE**

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Reasoning			
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		1, 2, 15, 16, 30, 31, 38, 39, 40
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		1, 2, 15, 30, 31, 40
Deal with problems from standard situations	◆		1, 2, 15, 16, 30, 31, 38, 39, 40
Carry out detailed but uninvolved written or oral instructions	◆		22, 23, 24, 41, 52
Carry out one or two step instructions	◆		49
Mathematics Complex skills –Business math, algebra, geometry or statistics	◆		37
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	◆		2, 24, 25, 37, 41, 49
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		31, 7, 15, 23, 26, 30, 37, 42, 43, 50

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Simple skills - Comprehend simple instructions or notations from a log book	◆		48
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	◆		1, 15, 37
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		36
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	◆		3, 10, 17, 23
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	◆		26, 27, 28

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<b>Cognitive/Mental Factors</b>	<b>YES</b>	<b>NO</b>	
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	◆		49
Data Synthesizing	◆		15, 16, 18, 27, 28, 30, 32, 33, 35, 38, 39, 40
Coordinating	◆		21, 37, 42, 43, 45, 49
Analyzing	◆		15
Compiling	◆		15, 16
Computing	◆		23, 25
Copying	◆		1, 2
Comparing	◆		19, 20
Personal traits Ability to comprehend and follow instructions	◆		ALL
Ability to perform simple and repetitive tasks	◆		6, 8, 9, 11, 12, 13
Ability to maintain a work pace appropriate to a given work load	◆		6, 7, 8, 9, 10, 11, 12
Ability to relate to other people beyond giving and receiving instructions	◆		15, 48, 51
Ability to influence people	◆		19, 20, 32, 33, 34, 35, 37
Ability to perform complex or varied tasks	◆		ALL

<b>Cognitive/Mental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		16, 17, 19
Ability to accept and carry out responsibility for direction, control and planning	◆		ALL