

This document is an example job description for dental providers working in teledentistry. It is intended to be adapted and updated to accommodate the needs of your organization. Organizations are responsible for knowing their state practice act and local/state policies before implementing teledentistry."

JOB DESCRIPTION

PART-TIME – 16 to 24 hours per week

REGISTERED DENTAL HYGIENIST IN ALTERNATIVE PRACTICE

JOB TITLE: Registered Dental Hygienist in Alternative Practice) RDHAP
Virtual Dental Home Model (VHD)

FSLA: Exempt

JOB SUMMARY: The RDHAP under general supervision of the RFHC Dental Director and in collaboration with University of the Pacific School of Dentistry, will be responsible for implementing a Virtual Dental Home (VHD) model in selected Head Start (HS) sites in San Mateo County including; providing preventive dental screening including digital x-rays, oral health planning, teeth cleaning, fluoride varnish dental prophylaxis, as well as initiating referrals to community dentists for follow up.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train and supervise a Dental Assistant Navigator (DAN) to provide support during dental screenings and prevention care provided in the VDH settings.
- Ensure that the protocols for obtaining informed consent from the families are in conformance with applicable California and Federal laws and regulations.
- Oversee the scheduling of service provision at the HS Sites and make arrangements to provide those services through a collaborative oral health system utilizing the DAN as logistics support.
- Collect electronic dental records including digital radiographs, photographs and documentation of dental findings.
- Undergo training with the University of the Pacific to learn how to use the software, equipment, and collaboration system provided by the project.
- Engage in on-going training and communication with staff from University of Pacific and HS on the roll-out of the VDH program.
- Collaborate with a local dentist in each HS community who will determine a plan for dental care for each child in the program. The RDHAP will carry out those aspects of the plan that can be performed in the community setting. These include:
 - Health promotion and prevention education for children, parents teachers and caregivers
 - Dental disease risk assessments
 - Preventive procedures such as application of fluoride varnish and other “medical model” prevention activities, dental prophylaxis, and periodontal scaling.
 - Placing carious teeth in a holding pattern using bonded glass-ionomer temporary restorations until the child can be seen by a dentist for definitive care.
 - Tracking the individual’s need for and compliance with recommendations for additional and follow-up dental services.
- Refer and assure that the DAN is successful in facilitation of appointments in local dental offices for those procedures that require the skills of a dentist.
- Communicate effectively in a manner that promotes trust and cooperation
- Participate and attend VHD project, HS and RFHC meetings as assigned
- Document and maintain a complete record of work performed including statistics, assessments, and correspondence with patients, community organizations and professionals.
- Participate in quality assurance activities related to the VHD program services



- Other duties and projects as assigned.

Qualifications:

- Must hold a current California Registered Dental Hygienist in Alternative Practice (RDHAP) license.
- Must have experience using electronic health records.
- Must be proficient in the use of technology
- Must demonstrate effective communication and problem solving skills
- Prefer 5+ years experience working with vulnerable populations in community-based primary care settings.
- Prefer experience working with children ages 2-6.
- Fluency in Spanish highly desirable.

OTHER SKILLS AND ABILITIES

Excellent written and verbal communication skills, ability to work independently; as well as part of a team. Flexible, creative, well organized with ability to multi-task. Computer literate in PC skills and Microsoft Office (Word, Excel and PowerPoint). Willingness and ability to accept responsibility, make sound judgments, know professional boundaries of skill, deal with diverse ethnic groups, a variety of personalities, and work as a collaborative team member. Ability to work directly with patients; physicians, staff, managers, department heads, community organizations and community members. Commitment to the goals and philosophy of Ravenswood Family Health Center.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to walk, drive, stand and sit, climb steps. The employee frequently is required to use hands and fingers to operate a computer keyboard, mouse and telephone keyboard, and talk or hear. The employee must occasionally bend, lift and/or move up to 15 pounds. Specific vision abilities required by this job include vision to drive, vision to walk, close vision, peripheral vision, and ability to adjust focus.

JOB DESCRIPTION REVISIONS

This is not necessarily an exhaustive list of all responsibilities, skill, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. This job description replaces all previous job descriptions for this position.

ACKNOWLEDGMENT OF RECEIPT

Staff Signature _____ Date _____

