DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Dental Program	CLASSIFICATION TITLE Dental Hygienist, Correctional Facility (CF)				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR)/California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:

Under the general supervision of the Supervising Dentist, CF, and the clinical direction of the Dentist, CF, the Dental Hygienist, CF, provides preventative dental treatment to incarcerated patients with oral health problems. The Dental Hygienist provides education to incarcerated patients with regards to good oral hygiene, promotes good dental health, and counsels incarcerated patients regarding good nutrition and its impact on oral health. The Dental Hygienist follows security procedures at all times including those regarding the security of dental instruments. The Dental Hygienist, CF, is knowledgeable with and follows the Dental Program, Health Care Department Operations Manual (HCDOM).

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
40%	Under general supervision of a licensed dentist, performs oral prophylaxis, removes calculus and plaque from all surfaces of the teeth using hand and rotary instruments and ultrasonic devices to accomplish scaling and root planning, polishes and contours restorations, performs preliminary examinations such as periodontal charting, soft tissue examinations, charting of lesions as well as existing restorations and missing teeth, and irrigates sub-gingival areas with antimicrobial and/or antibiotic liquid solutions. Independently performs clinical duties without requiring chairside assistance.
20%	After completion of appropriate Dental Board of California (DBC) approved courses and under direct supervision of a licensed dentist, in which the procedures are checked and approved by the dentist prior to the dismissal of the patient, performs procedures such as periodontal soft tissue curettage, administration of local anesthetic agents in the oral cavity and placement of antimicrobial or antibiotic medicaments which do not later have to be removed. In addition, other procedures allowed under Business and Professions Code, Section 1911(a) that require no supervision such as educational services, oral health training program, and oral health screenings.
15%	Complies with the DBC and the California Department of Corrections and Rehabilitation's (CDCR) dental infection control regulations and policies. Minimizes and immediately reports any

	occupational exposure. Uses personal protection equipment in the oral healthcare setting, including the appropriate use of gloves, surgical masks, protective eye wear, face shields, and protective clothing (e.g. gowns and jackets). At the end of the daily work activities and between patients cleans and disinfects clinical contact surfaces, dental unit surfaces, and counter tops, if used, replaces impervious barriers protecting contact surfaces; flushes dental operatory water lines; and counts, processes (e.g., presoak, clean and decontaminate, rinse, dry, bag, wrap or package and date), sterilizes and properly stores all dental instruments, tools and headpieces (including lubricating headpieces before and after sterilization). Follows the sterilization times, temperatures, and other operating parameters recommended by manufacturers. Collects and handles on a daily basis the disposal of infectious and noninfectious waste and sharps. In conjunction with the Dentist, CF, oversees the needle and sharps control protocols, the tool control protocol, the maintenance of a tool and sharps control inventory and performs a security count of all equipment, instruments, sharps and medications utilized during each procedure prior to the departure of the incarcerated patient from the clinic.
10%	Takes, develops, mounts, and labels all x-ray films, while following dental radiography and film processing mandates and regulations, disinfects x-ray head and tube after each use and wears a dosimeter badge in accordance with policies and procedures.
5%	Applies preventive dental materials to the teeth (e.g. fluorides). Applies prescribed topical medications to the gingival tissue.
5%	Teaches incarcerated patients oral hygiene techniques to maintain good oral health (e.g., brushing, flossing) and provides nutritional counseling when necessary. Develops and conducts an educational preventative oral health care program for incarcerated patients. Conducts classes in oral hygiene instruction for staff dental assistants.
5%	Supervises incarcerated patients in the dental care delivery area and self-care presentation areas. Supervises incarcerated persons assigned as porters in the clinical area, when appropriate. Assists the Dentist in treating a dental emergency. Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Methods and principles of dental hygiene and skill in their application; dental histology; dental radiography; anatomy; physiology; microbiology; pharmacology; anesthesia; and principles oforal hygiene. *Ability to:* Tactfully obtain cooperation of incarcerated patients; instruct incarcerated patients in oral hygiene techniques; motivate incarcerated patients to accept and follow professional dental advice; identify pathological conditions; and maintain effective working relationships with health care professionals and others. **DESIRABLE QUALIFICATIONS** Empathetic understanding of incarcerated persons of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation. **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. **SPECIAL PHYSICAL CHARACTERISTICS** Persons appointed to this position must be reasonably expected to have and maintain sufficient

strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated persons.

Assignments may include sole responsibility for the supervision of incarcerated patients and/or the protectionof personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE