

1. Position Code

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Michigan Department of Corrections/ CFA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Bureau of Health Care Services
4. Civil Service Position Code Description	10. Division
Dental Hygienist E11	Health Care
5. Working Title (What the agency calls the position)	11. Section
Hygienist	Health Services
6. Name and Position Code Description of Direct Supervisor	12. Unit
, Dentist P15	Dental Clinic
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jong Choi, Dental Director	*Facility/ 64 Hours Per Pay Period

14. General Summary of Function/Purpose of Position

Provide dental prophylaxis including calculus removal and related oral hygiene to prisoners at assigned Correctional Facility and other dental clinics as assigned. Assist in the operation of the dental clinic including chair side assisting of dentists.

This is a test-designated position (DART). This position has direct contact with and responsibility over prisoners for more than 50% of work time. This position is located 100% within the secure perimeter of a Correctional Facility.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 70**

Dental cleaning

Individual tasks related to the duty.

- Remove supra and subgingival deposits.
- Polish teeth.
- Document periodontal conditions.
- Document present oral hygiene conditions.
- Check oral cavity for signs of possible cancerous or other serious lesions.
- Bring abnormalities to the attention of the dentist, where indicated.
- Perform any other assigned duties as directed, which will include working at other facilities as needed and chair side assisting for dentist when directed by the Dental Director.

Duty 2

General Summary of Duty 2 **% of Time 10**

Patient education

Individual tasks related to the duty.

- Instruction to prisoners of correct oral hygiene techniques.
- Explain the causes and methods of preventing the spread of oral disease.
- Develop individual methods of care for problem areas with each prisoner/patient.
- Demonstrate proper methods of oral hygiene techniques on a tooth model and in the patient's mouth.

Duty 3

General Summary of Duty 3

% of Time 10

Assist with other dental procedures

Individual tasks related to the duty.

- Take and develop radiographs.
- Take impressions and pour models.
- Assist with other lab procedures and clinic operations.
- Maintain daily, monthly and other forms and reports as directed.
- Daily maintenance and minor repair of dental equipment.
- Appropriate documentation in the dental record.
- Assist dentist as needed.
- Process kites, call outs, supply orders, equipment repair orders and other dental clinic needs.
- Perform any other assigned duties as directed, which will include working at other facilities as needed and chair side assisting for dentist when directed by the Dental Director.

Duty 4

General Summary of Duty 4

% of Time 10

Maintenance of dental records and clinic.

Individual tasks related to the duty.

- Screening, developing and maintenance of recall patient files.
- Maintenance of dental records and medical records.
- Obtaining of dental health history of each patient treated.
- Cleaning, sterilizing and sharpening of dental hygiene and other dental instruments.
- Cleaning of dental units and clinic.
- Maintenance of appropriate infection control.
- Maintenance of caustic/toxic/flammable logs and records.
- Restocking of operative and sterilization areas.
- Appropriate instrument accountability.
- Maintenance of DentTrak system.
- Maintenance of NextGen Appointment list and Today's Dental Order.
- Scheduling of patients.
- Preview next day's dental patient's records for possible health concerns.

Duty 5

General Summary of Duty 5

% of Time 5

Professionalism and Training

Individual tasks related to the duty.

- Serve as a role model by maintaining a professional atmosphere at all times with sensitivity and understanding toward patients and staff which is conducive to high quality health care and a humane environment.
- Complete all Department of Corrections training and certification requirements for employment.
- Complete continuing education requirements and certification for maintaining a current State of Michigan license.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Priority of scheduling and providing teeth cleaning.

17. Describe the types of decisions that require the supervisor's review.

Questionable health problems. Antibiotic coverage prior to performing dental prophylaxis.
Questionable soft or hard tissue lesions which may need additional dental and/or medical care.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical Activities: Sitting, standing, excessive walking, stooping, kneeling, reaching, lifting, carrying and bending.
(Sitting-75%, Standing-15%, Carrying-5%, rest of the activities-5%)

Condition Hazards: Noise including high-pitched hand piece noise, odors, chemicals, fumes, contaminated waste, air, sharps and instruments, body fluid and blood contamination, radiation and exposure to TB, HIV+ , HBV, and other infectious disease.

The practice of dentistry requires considerable physical exertion constantly. This exertion includes moving between chairs and standing during long dental procedures. This position is also constantly exposed to adverse environmental conditions

such as biologic hazards (TB, HIV+, & HBV) and chemical hazards such as disinfectants and other dental material. The dental clinic is located within the secure perimeter of a prison.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

To provide dental hygiene care for prisoners in keeping with the dental health care policies of the Michigan Department of Corrections.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

N/A – Civil Service job level change.

25. What is the function of the work area and how does this position fit into that function?

Provides general and emergency dental services to prisoners. The dental hygienist is an integral part in dental clinic operation.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Graduating from an accredited two (2) year program in dental hygiene.

EXPERIENCE:

Two (2) years of experience as a dental hygienist.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated competence in role, performance and duty of Registered Dental Hygienist, maturity and emotional stability, satisfactory communication skills, and ability to relate with difficult patients.

CERTIFICATES, LICENSES, REGISTRATIONS:

License to practice dental hygiene in the State of Michigan.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.