

Effective Date: April 14, 1996
Modified Effective: September 14, 1997

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DENTAL HYGIENIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions which perform Dental Hygienist duties. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions in this classification provide dental hygiene services or coordinates the development, implementation and evaluation of oral public health education services the majority of the time. Services provided by Dental Hygienists include, but are not limited to, the following components: (1) preventive dentistry procedures; (2) dental health education to patients; (3) maintaining dental office equipment, records and supplies; (4) provision of assistance to a dentist during examinations and treatment; (5) placement of dental sealants; (6) assist the Chief Dental Officer in the development, implementation and evaluation of oral public health programs; and (7) provision of oral public health education services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. 111.81 (19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission;
2. Positions that REQUIRE professional dentistry knowledge for the successful performance of the tasks assigned to the position;
3. Positions which DO NOT REQUIRE possession of or eligibility for a license to practice dental hygiene in the State of Wisconsin;

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

Positions in this classification provide dental hygiene services in state institutions or long term care facilities by: performing preventive dentistry procedures (dental prophylaxis, oral examinations, topical fluoride applications, taking radiographs and providing instructions and dental health education in oral hygiene and dental plaque control); maintaining infection control through the cleaning of the dental unit, autoclaving, and sterilizing instruments; placing dental sealants; and maintaining equipment, records and supplies in the dental office.

This classification also includes the position located in the Department of Health and Family Services, Bureau of Public Health which assists the Chief Dental Officer in the development, implementation and evaluation of programs concerning the principles and practices of good oral public health; plans, organizes and presents oral health education programs; provides consultation and technical assistance to communities, schools, professional groups, local health departments and the general public relating to oral health; plans, implements and analyzes oral health surveys and studies; and assists with special projects and grant applications, contract monitoring and reports.

EXAMPLES OF WORK PERFORMED

Performs the following specialized duties of the class as well as any of the duties assigned to the Dental Assistant class:

- Performs complete dental prophylaxis
- Charts conditions of decay and disease for diagnosis and treatment by the dentist
- Examines teeth and surrounding tissue for periodontal packets, carious lesions and abnormal conditions
- Instructs patients in oral physical therapy and toothbrush techniques
- Conducts classes in oral hygiene for nursing staff
- Takes and develops radiographs
- Applies topical medical solutions to patients
- Recognizes and calls attention to deviations in the oral cavity
- Keeps records and makes reports
- Assist Dentist in the care and treatment of patients
- Trains Dental Assistants in oral hygiene instruction
- Places dental sealants
- Reviews, revises and develops oral public health education materials

- Conducts epidemiological surveys
- Coordinates the development, implementation and evaluation of oral public health programs
- Plans and conducts training programs regarding oral health
- Participates in grant writing

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Must be licensed or eligible to become licensed to practice dental hygiene in the State of Wisconsin.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective April 14, 1996, by collapsing the Dental Hygienist 1 and 2 levels into one classification (see bulletin CC/SC-51). In addition, this classification was reassigned to pay range 06-15 to resolve severe recruitment and retention problems. This classification specification was revised effective September 14, 1997 to include a position within the Department of Health and Family Services, Bureau of Public Health which assists in the development, implementation and evaluation of programs concerning the principles and practices of good oral public health.

TH/AJS
WAM
40200