JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Dental Hygienist

Job Code: 10388

Salary Grade: 23

FLSA Status: Exempt

Job Family: Health Services

Job Subfamily: Dentistry

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Delivers routine clinical dental hygiene services and maintains infection control standards under general supervision. Supports patient care operations including radiograph processing, patient education, and appointment coordination.

Job Responsibilities

1. Cleans and scales teeth through assigned prophylaxis procedures.
2. Applies topical fluoride and places sealants on assigned patients.
3. Administers local anesthesia and nitrous oxide analgesia under supervision.
4. Exposes and processes radiographs for assigned patients.
5. Sterilizes instruments and sanitizes treatment areas after each patient.
6. Instructs patients on oral hygiene and post-procedure care.
7. Schedules appointments and confirms upcoming patient visits.
8. Updates patient charts and records periodontal charting data.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 0 years
- Equivalency/Substitution: Will accept 4 years of directly related experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- Dental Hygiene License from the State of Oklahoma.
- Cardiopulmonary Resuscitation (CPR)

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with a foundational working knowledge of routine work processes, tools, principles, theories, and concepts.
- Communication & Collaboration: Exchanges standard information with colleagues and immediate supervisor.
- Problem Solving: Recognizes and escalates unusual situations or problems.
- Autonomy: Receives direction on priorities, assignments, and approaches while developing professional judgment.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Clinical, laboratory, or patient-care environment.
- May involve exposure to biological specimens, infectious materials, chemicals, or hazardous agents, requiring adherence to safety protocols and use of personal protective equipment.
- Prolonged standing, walking, and repetitive motion; may require lifting or moving of patients, specimens, or equipment.
- May include evening, weekend, or on-call hours.
- This position has been designated as safety-sensitive.

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