

COMMUNITY HEALTH CENTER

JOB DESCRIPTION

POSITION TITLE: Staff Dentist

REPORTS TO: Dental Director

Position Summary:

A full time, non-exempt position responsible for providing clinical dental services and preventive dental care in a community health center setting. The Staff Dentist supervises the dental assistants and dental hygienists of the community health center in the absence of the Dental Director.

Essential Functions:

1. Examines individuals requesting care, diagnoses their dental/oral conditions, prescribes and carries out, or directs others in carrying out, appropriate dental/oral treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines.
2. Records patient-dentist transactions as they occur in the patient's dental record so that the dental record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided. In addition the Staff Dentist shall complete referrals, data collections instruments and other records or paper works as shall be required from time to time by the corporation.
3. Educates individuals in the nature of oral health related conditions and in the general promotion of oral health related disease prevention.
4. Serves on the dental staff and other center committees as assigned.
5. Prepares specific reports as requested by the community health center's Dental Director.
6. Assists in the provision of continuing education, on-the-job training, and the orientation of community health center staff as requested.
7. Designs, develops, and implements appropriate Dental Department policies, protocols and procedures as directed by the Dental Director which are in compliance with the most current accepted professional standards.
8. Assists in the provision of technical assistance and health education to the community as requested.
9. Participates in short and long term program planning for the Dental Department and the agency, including development of goals and objectives.

10. Provides consultation to the Executive Director and the Board of Directors regarding dental and oral health issues in the absence of the Dental Director.
11. Travels when necessary to fulfill the corporation's needs and attends meetings as necessary to represent the corporation and/or the Dental Department.
12. Assists in the coordination and integration of the corporation's dental programs and services with other corporate programs and services for the welfare of the corporation's patients.
13. Responsible for personal full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dentistry and the clinical provision of dental care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.
14. Participates in recruitment/retention activities of the corporation as necessary.
15. As directed by the Dental Director, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.

Education and Training:

1. Graduation from an accredited dental school
2. Completion of an accredited general practice residency program is preferred
3. Ability to be clinically fluent in Spanish preferred
4. Knowledge of public health principles and practices preferred
5. Excellent interpersonal and written communication skills required
6. Ability to maintain appropriate clinical privileges required, hospital privileges preferred
7. FTCA coverage or private professional malpractice insurance obtainable

Licensure and Credentials:

1. Unrestricted license to practice dentistry in the State of Texas (Not applicable to commissioned NHSC/PHS officers)
2. Current CPR (BLS) certifications. ACLS preferred

3. Texas DPS and DEA registrations
4. Medicare and Medicaid provider numbers

Skills and Abilities:

Requires a comprehensive knowledge of primary dental care in outpatient settings. Knowledge of the principles and practice of modern dentistry as related to public health organizations and community health programs as well as current social and economic problems pertaining to public health and their impact on primary health care.

Typical Physical Demands:

Prolonged sitting or standing may be required. Those physical movements and the degree of mobility normally associated with the practice of primary care dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols, as well as the ability to utilize telephones, computer terminals, and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

OSHA Blood Borne Pathogen Exposure Classification:

Category I

Job Class and Step Range:

DDS/DMD / Steps 1-15 with Additional per annum

The center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

Approved: _____ Date: _____

REVISED 4/03