<table>
<thead>
<tr>
<th>Title:</th>
<th>Dentist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Dental Department</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Dental Director</td>
</tr>
<tr>
<td>Directs:</td>
<td>Registered Dental Assistants, Dental Assistants</td>
</tr>
<tr>
<td>EEOC:</td>
<td>Professional</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**Job Dimensions:**
- Provides the following dental services for adult and children: cleaning, scaling, extractions, fillings, and anterior root canals, and other dentistry services according to medical staff practice guidelines
- Demonstrates good judgment when a dental problem is beyond the scope of services provided in the clinic

**Clinical Skills:**
- Provides the following dental services for adult and children: cleaning, scaling, extractions, fillings, and anterior root canals, and other dentistry services according to medical staff practice guidelines
- Demonstrates good judgment when a dental problem is beyond the scope of services provided in the clinic

**Administrative:**
- Provides close supervision of the activities of the dental assistant
- Is responsible for the actions of the dental assistant
- Develops and maintains a list of referrals for procedures beyond the scope of services
- Works closely with clinic assistant to gather required statistics
- Works closely with clinic coordinator to determine appropriate co-pay for dental services
- Works closely with volunteer dentist to assure all required standards are met
- Schedules volunteer dentists based on needed in-house services
- Works with clinic coordinator when scheduling volunteer dentists’ services for special projects.
- Evaluates and contacts appropriate agencies to confirm volunteer dentists’ licenses, DEA number and that they are in good standing with the appropriate agencies as delineated in policies and procedures
- Schedules dental assistant services for volunteer dentists
- Refers volunteer dentists to Medical Staff Office to initiate process of joining medical staff
- Supervises volunteers and students assigned to dental clinic
- Complies with contract terms relative to licenses and insurance
- Supervises collection and documentation of any fees collected by dental clinic
- Works closely with medical clinic receptionist to facilitate the scheduling for dental appointments
- Utilizes computer network to coordinate appointments for the dental clinic
- Responsible for locking and alarming facility after the last person out
- Responsible for locking dental clinic doors at the end of dental clinic hours
- Utilizes locker system to provide secure environment for personal property
- Establishes system for collection and handling donations in concert with clinic coordinator
- Follows security policies and procedures when encountering inappropriate, threatening patient behavior
- Keeps security doors locked between dental waiting area and dental clinic
- Respectfully reminds parents that they need to supervise their children and/or have a responsible adult supervise their children while undergoing dental treatment
• Provides the clinic coordinator with copies of the confirmed certifications or diploma of the dental assistant

Quality Enhancement:
• Develops and maintains a system of peer review which follows the policies and procedures where applicable of the Clinic’s Quality Enhancement policies and procedures
• Consistently follows Universal Precautions
• Develops and maintains a policy and procedure for cleaning and sterilization of dental instruments
• Closely supervises the activities of the dental assistant to assure that cleaning and sterilization procedures are correctly followed
• Consults with appropriate Clinic departments in the development of cleaning and sterilization policies and procedures and maintains standards equal to that of the Clinic
• Develops and maintains equipment maintenance program utilizing appropriate Clinic resource
• Develops and maintains policies and procedures pertaining to use of radiological imaging in the dental clinic
• Consists with the Clinic Radiation Safety Officer during the development of radiological imaging policies and procedures
• Consistently inquires and record the possibility of pregnancy before utilizing radiological imaging
• Consistently uses proper shield techniques
• Develops and maintains appropriate systems for handling and disposing of x-ray developing solutions
• Complies with Haz-Met standards
• Obtains and maintains a MSDS for all solutions and products used in the dental clinic
• Investigates and develops, as appropriate, quality control procedures
• Develops and maintains a schedule of routine cleaning and dental equipment (chairs, tables, etc.) using hospital approved solutions for this purpose
• Closely supervises the dental assistant to assure that a schedule of regular, thorough cleaning is done
• Works closely with the Clinic Coordinator in the development and maintenance of patient evaluation tool of dental clinic services

Dental Records:
• Maintains current, complete dental records
• Coordinates integration of system of record keeping consistent with the medical clinic system of record keeping
• Maintains patient confidentiality

Supplies:
• Develops and maintains a standard inventory
• Anticipates the need for supplies and notifies clinic assistant on a timely basis utilizing the standard order form
• Promptly notifies the clinic assistants of supplies that need to be returned
• Continues to maintain a good relationship with the vendors
• Maintain current knowledge of new products available that may be appropriate for use in the dental clinic to increase quality of care.

Position Qualifications:

Minimum Education
• Current valid California License as a dentist and DEA number
Preferred Education
- Graduation from an accredited dental school

Minimum Experience
- 1 year or more practice of general dentistry

Preferred Experience
- 3-5 years of general dentistry practice in a Federally Qualified Health Center (FQHC) or community clinic setting

Physical Requirements
- Ability to lift and carry 25 lbs. 50 feet

Mental Requirements
- Ability to consistently function in an environment that includes varying and unpredictable circumstances while exercising appropriate interpersonal and critical thinking skills
- Demonstrates an attitude of cooperation and professionalism when working inside and out of the department
- Demonstrates ability to be self directed and initiated
- Ability to function as a member of a team, promoting an atmosphere of cooperation

Skills and Experience
- Working knowledge of spoken Spanish is helpful
- Ability to adapt to working with clinic patients and their special needs
- Ability to educate patients and family members
- Good organizational skills
- Knowledge of OSHA needs and regulations
- Knowledge of labor laws

Working Conditions
- Fast paced community clinic
- Exposure to blood borne diseases
- Exposure to communicable diseases

Protective Equipment
- Protective respirator which meets the Coalition of Orange County Community Clinics standards for protection from active tuberculosis
- Gloves, gowns, masks, face shield

Immunizations – Recommended
- Hepatitis B vaccine
- Knowledge of Rubella and Varicella immune status
- Rubella vaccine as indicated
- Varicella vaccine as applicable
- Baseline assessment of TB Immune status
- At least yearly assessment of TB immune status skin test if not already positive

Physical Demands/Working Conditions
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds. Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis. Attend in state and out of state conference may be required.

Acknowledgement of Receipt
I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

____________________________________________________________________
Employee Name

____________________________________________________________________
Employee Signature Date
Employee Name:

**Job Title:** Dentist  
**Hrs. Worked Per Day:** 8-9  
**Hrs. Worked Per Week:** 8-40+

**Physical Demands**
The physical demands below are typical of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be available for individuals with disability.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never 0 Hours</th>
<th>Occasionally Up to 3 Hours</th>
<th>Frequently 3-6 Hours</th>
<th>Constantly 6-8+ Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending (neck)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending (waist)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Squatting</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneeling</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crawling</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twisting (neck)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twisting (waist)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hand Use:** Dominant hand R L

Is repetitive use of hand

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never 0 Hours</th>
<th>Occasionally Up to 3 Hours</th>
<th>Frequently 3-6 Hours</th>
<th>Constantly 6-8+ Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Grasping (right hand)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simple Grasping (left hand)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Grasping (right hand)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Grasping (left hand)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Manipulation (right hand)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Manipulation (left hand)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing &amp; Pulling (right hand)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing &amp; Pulling (left hand)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaching (above shoulder level)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaching (below shoulder level)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboarding with both hands</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LIFTING**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Never 0 Hours</th>
<th>Occasionally Up to 3 Hrs.</th>
<th>Frequently 3-6 Hrs.</th>
<th>Constantly 6-8+</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-10 lbs</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-25 lbs</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>26-50 lbs</td>
<td>X</td>
<td></td>
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<tr>
<td>51-75 lbs</td>
<td>X</td>
<td></td>
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<tr>
<td>78-100 lbs</td>
<td>X</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>100+ lbs</td>
<td>X</td>
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<td></td>
</tr>
</tbody>
</table>

**CARRYING**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Never 0 Hours</th>
<th>Occasionally Up to 3 Hrs.</th>
<th>Frequently 3-6 Hrs.</th>
<th>Constantly 6-8+</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Describe the heaviest item required to carry and the distance to be carried:

Other job requirements specific to the Job:
1. Working with Bio-hazards such as blood borne pathogens, sewage?
2. Exposure to radiation?
3. Other:

Acknowledgement

I have read this job description and understand that in accepting this position I indicate can meet the essential functions of this position and other work requirements with or without accommodations. I understand my obligations to follow the policies and procedures governing the performance of my duties and to practice the ethical standards of conduct and behavior expected in my association with the residents and tier families, visitors, co-workers and business associates of the facility. I accept the position of _______________ and will perform the duties to the best of my abilities.

I am requesting the following accommodations ________________________________
________________________________________________________________________
________________________________________________________________________

Comments/Remarks: ________________________________________________
________________________________________________________________________
________________________________________________________________________

Employee Signature: ___________________________ Date _________________________