



Job Description Dentist

<i>Department:</i>	Dental Services	<i>Prepared By:</i>	Cecilia Mitchell, Director of Dentistry
<i>Reports To:</i>	Director of Dentistry	<i>Approved By:</i>	
<i>FLSA Status:</i>	Exempt / Grade 26	<i>Approved Date:</i>	

SUMMARY:

The staff Dentist will be the lead practitioner regarding preventive oral health and is responsible for dental treatment and care of health center dental patients. Dental services include routine and deep cleanings, extractions, fillings (amalgam and composite), anterior root canals, single unit crowns, removable prosthodontics (dentures, partials and stayplates) and patient education. The Dentist must be able to evaluate and treat diseases of the oral cavity that fall within the scope of general dentistry. In addition, the Dentist must know when to refer to an outside specialist, pathology or treatment beyond the scope of a general dentist. The Dentist needs to be adept at Electronic Dental records, including the proper reading of digital x-rays. The Dentist must be able to diagnose or treat diseases and lesions of the human teeth, alveolar processes, gums, jaws and associated structures. This may include the use of drugs, anesthetic agents, and physical/clinical evaluation.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Supports and implements the organization's vision, mission and value.
2. Determines priorities and method of completing daily workload to insure that all responsibilities are carried out in a timely manner.
3. Performs all job functions in a professional and courteous manner. This includes answering all phone calls and emails timely and providing excellent customer service to internal and external customers.
4. Fosters and promotes a culture of service excellence and accountability.
5. Performs and documents oral healthcare (including oral cancer screenings) and risk assessments that include the review of patients' health history, health status, BP recordings, and review of medications, and allergies at all initial, and recall visits, and other visits when merited.
6. Treats an adequate number of patients per day in order to sustain the mission, and vision of the organization. Patients will include all age groups and many with extensive health histories that should be part of the evaluation when crafting a treatment plan for each patient. Also performs acceptable number of procedures on a daily basis.
7. Documents descriptions of procedures including tooth/area treated, amount of anesthetic used, soft, and hard tissue descriptions, and post op instructions accurately.
8. Proficient in diagnosis, and treatment planning, periodontics, restorative dentistry, removable prosthodontics, simple endodontics, tooth decay removal, minor oral surgery procedures.
9. Provides instruction on diet, brushing, flossing and other aspects of oral health to patients.
10. Provides and consistently documents relevant education for reports, patients, and co-workers.
11. Seeks guidance from supervisor when needed.

12. Participates in peer review and orientation activities as requested.
13. Participates in committees when requested.
14. Cooperates in call panel as scheduled.
15. Monitors supplies and materials used with the assistance of the dental staff in order to decrease expenses.
16. Supervises the activities of the dental assistant(s) to assure that cleaning and sterilization procedures are correctly followed and monitors all risk related clinical issues to insure proper protocols are used and risk is minimized.
17. Maintains professional appearance in accordance with QueensCare Health Centers policies and procedures.
18. Uses discretion and judgment in handling sensitive or confidential information, answers all employee and client inquiries in a timely and courteous manner and listen to employee disputes and understands which decisions can be made alone and which decisions need to involve others.
19. Complies with organizational policies and procedures.
20. Perform all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- Requires Doctorate in Dentistry from an accredited dental school
- Requires Bachelor's Degree from a 4-year college or university
- Requires unrestricted license to practice dentistry.
- DEA license.
- At least 3 years related experience preferred.
- Prior experience with Patient Centered Medical Home model of care delivery preferred.
- Working knowledge of spoken Spanish preferred.
- Ability to work independently, set priorities, and work well under pressure.

LANGUAGE SKILLS:

Ability to read and interpret documents, such as policies and procedures, benefits information, benefit surveys, board minutes, routine mail, simple contracts, and instruction manuals. Ability to compose routine reports and correspondence. Ability to speak effectively with employees, visitors and management.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to exercise common sense in carrying out instructions furnished in written, oral, or diagram form and in other daily situations that arise. Ability to deal with problems involving several concrete variables in standardized situations. Ability to make decision and execute timely in order to produce a positive outcome.

OTHER SKILLS AND ABILITIES:

- I. Ability to organize and prioritize work with minimum supervision.

2. Ability to perform most essential job duties independently and exercise good judgment.
3. Flexible, detail-oriented, and multi-task effectively.
4. Safety & Privacy conscious.
5. Follow rules, and guidance when directed from supervisor.
6. Respect the diverse values, beliefs, and cultures present in individuals, and groups served.
7. Timely and dependable.
8. Ability to work under pressure with the capacity for reflection.
9. Proficient use of Microsoft Office Suite.
10. Proficient prior use of an Electronic Medical/Dental Record system.
11. Proficient use of computers.
12. Demonstrates ability and flexibility to work in other areas of the organization as needed.
13. Adheres to company policies and procedures in the performance of work duties.
14. Demonstrates required knowledge, skills, and education for job functions.
15. Maintains active licensure including required relevant continuing dental education.
16. Maintains appropriate certifications as noted at time of hire.
17. Performs work to level of and within defined scope of practice for licensure.
18. Make informed evidence-based decisions.
19. Maintain HIPAA training certification.

PHYSICAL DEMANDS:

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 is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee frequently is required to stand, walk and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to ascend and descend one flight of stairs. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is often low. However, there are many times when there is a high ambient background noise of phones and multiple conversations. Must be able to screen out the background noise to concentrate on the work at hand.

I have read and understand the above job description.

Employee Name (Please print)

Date

Employee Signature