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| **Position:**  Dentist | **Supervised by:** Dental Director/Officer |
| **FLSA Status:** Exempt | **Supervisory Responsibilities:** |
| **Effective Date:**  8/26/15 | **Revised Date:** 6/28/22 |
| **Approved by:** Human Resources |

**Position Summary**

The Dentist is responsible for delivery of quality dental care to patients of the Center and functions as a member of the multi-disciplinary health care team within the scope of his or her dental practice.

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| **Essential Functions and Responsibilities/Competencies** |
| 1. Provides dental services in accordance with privileges granted |
| 1. Maintains dental expertise and competency (to include age specific competency) as well as demonstrates thorough knowledge of procedures to deliver quality dental services. |
| 1. Examines, diagnoses, treats and/or refers patients assigned to dentist’s panel, as per individual employment agreements; prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed dental and oral health conditions, following appropriate standards of care for each patient. |
| 1. Provides dental services, as scheduled, in direct patient care at clinic site, including extended hours and at outreach locations when appropriate. |
| 1. Refers patients for appropriate specialty care services, asappropriate for patient’s management and care. Reviews all reports for patients under his/her careon a timely basis and makes appropriate dental decisions. |
| 1. Provides continuity of care to center patients on his or her patient panel and other patients as assigned. |
| 1. Maintains a problem-oriented health/dental record for each patient seen in accordance with the UGLFHC's established Health Information Management policies and procedures and prevailing State or Federal regulations for treatment of oral health/dental conditions. |
| 1. Ensures that patient and family/significant others are educated about diagnosis and the plan of care, as appropriate. Acts as a resource for facilitating communication when necessary. |
| 1. Participates in specified health promotion, education and/or prevention programs as needed related to dental and oral health education; attends and participates in clinic meetings / departmental meetings, community collaborative programs and other clinic functions as required. |
| 1. Participates in outreach activities as requested (i.e. portable dental clinics at schools, homeless shelter, head-start programs, nursing homes, group homes, health fairs, etc.) to reach underserved patients within the UGLFHC service area. |
| 1. Provides clinical oversight to staff under the supervision of the Dental Director. |
| 1. Assumes responsibility/accountability for delegating, directing, and supervising patient care activities. |
| 1. Trains, mentors and supervises students and dental clinical staff engaged in clinical treatment of patients, as appropriate. |
| 1. Participates in the analysis of community health problems and assists in the development of the community health care plan. |
| 1. Participates in Compliance and Performance Improvement activities for continuous quality improvement and risk management purposes. |
| 1. Participates in the review and development of patient care policies, including health maintenance schedules and continuity of care. |
| 1. Communicates effectively and professionally building and maintaining rapport with both internal and external constituents. |
| 1. Complies with federal and state laws and regulations, including but not limited to HIPAA and CFR 42 part 2. |
| 1. Enhances professional growth and development through participation in educational programs, current literature, organizational communique, in-service meetings, and professional conferences. |
| 1. Attends and participates in meetings and in-services as required and/or assigned. |
| 1. Maintains knowledge of established organizational policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and other standards. |
| 1. Supports the UGLFHC mission by “providing exceptional health care services for all people in the Upper Great Lakes region regardless of their ability to pay”. |
| 1. Performs other duties as assigned. |

**Education, Training, Licensing, and Credentialing**

**Required:**

* Dental degree (D.D.S. or D.M.D) from an accredited dental school
* Unrestricted license from the Michigan Licensing Board to practice as a dentist, or willingness to obtain prior to commencement of employment
* Completion of continuing education as required
* Possess a current DEA, DPS, and other such licenses or certificates to legally perform dental services as a practitioner in the State of Michigan
* Ability and willingness to obtain hospital privileges at designated area hospitals, if required
* Possess a current Basic Life Support certification (BLS or ACLS) or be willing and able to obtain prior to commencement of employment

**Experience and Skills**

**Required:**

* Knowledge of dental protocols in general and an ability to quickly gain specific knowledge of the UGLFHC’s current operational protocols
* Ability to document, with clarity, all information relevant to a patient’s needs
* Ability to effectively present information in small group situations to patients, Center staff, and the general public
* Ability to use office equipment including but not limited to computers, fax machines, telephones and copiers
* Knowledge of dental and medical terminology and appropriate abbreviations
* Excellent interpersonal and written communication skills

**Preferred:**

* Knowledge of public health principles and practice
* Experience utilizing electronic health or dental record programs
* Experience working within an integrated health center or Federally Qualified Health Center

**Physical Demands, Working Conditions, and Travel Requirements**

**Physical Demands:**

* Requires full range of body motion including but not limited to: use of hands and fingers / manual dexterity and hand-eye coordination consistent with typing, operating a computer, telephone, general office equipment, and performing full range of dental procedures
* Requires specific vision abilities and acuity including but not limited to close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
* Requires specific hearing and speaking abilities and acuity necessary to effectively communicate with a variety of internal and external constituents in person or through other means.
* Frequent periods of sitting, standing, and walking
* Occasional exposure to stressful conditions
* Occasional work outside of standard business hours
* Occasional pushing, pulling, or lifting items up to 40 pounds, using proper body mechanics
* Infrequent overhead lifting of objects up to 10 pounds
* Frequent verbal communications with a variety of individuals in-person and using telecommunications.
* Frequent use of computer systems.

**Working Conditions:**

* Occasional communication and engagement with outside contacts including but not limited to, area media entities, public forums, community events, marketing, and promotional opportunities.
* Regularly subjected to interruptions and changing work priorities.
* Occasionally subjected to emergent or unpredictable situation under a variety of circumstances
* Potential exposure to infectious disease, bodily fluids, and substances typically found in a clinic environment.
* Regular exposure noise levels typical of an outpatient medical or dental clinical environment.
* Subject to organizational vaccination and employee health screening policies
* Regular use of PPE in clinic environment

**Travel Requirements**

* Occasional travel locally and regionally

*The above information is intended to describe the most common aspects of the job.  It is not intended to be construed as an exhaustive list of all responsibilities, duties, and requirements of the job.  UGLFHC reserves the right to revise or change job duties and responsibilities as the business need arises.  Additionally, this job description is not intended as an employment contract, implied or otherwise, and UGLFHC continues to maintain its status as an at-will employer.*

***My signature below acknowledges I have reviewed and understand the job duties and that I have received a copy of this job description.***

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| **Employee Signature:** | **Date:** |
| **Manager/Supervisor Signature:** | **Date:** |