

**EAST TEXAS COMMUNITY HEALTH SERVICES, INC. (ETCHSI)
JOB DESCRIPTION**

Position Title: Staff Dentist

Reports To: Dental Director (DD) or Chief Executive Officer (in the absence of a DD)

JOB SUMMARY: A full time, exempt position responsible for providing preventive and primary dental care consistent with the dentist's training and experience in a community health center setting to patients of ETCHSI

ESSENTIAL FUNCTIONS:

1. Examines individuals requesting care, diagnoses their dental conditions, prescribes and carries out, or directs others in carrying out, appropriate dental 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 dentist shall complete patient referrals and other records or paperwork as shall be required from time to time by the corporation.
3. Educates individuals in the nature of health related conditions and in the general promotion of oral health related disease prevention.
4. Assists in the provision of continuing education, on-the-job training, and the orientation of ETCHSI staff as requested.
5. Participates in a rotating on-call schedule for ETCHSI patients as assigned.
6. Participates in ETCHSI's QI/RM program.
7. Travels as necessary to meet operational needs.
8. Maintains and updates skills and knowledge to appropriate professional levels with continuing education courses and educational materials.
9. Responsible for personal and professional compliance with all applicable federal, state, local and ETCHSI 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.
10. If bilingual, translates in Spanish between non-Spanish speaking staff and Spanish speaking patients as requested.
11. Performs other related tasks as assigned or as necessary to achieve organizational goals and program objectives.

GENERAL ENTITY EXPECTATIONS OF STAFF MEMBERS:

1. Maintains confidentiality of patients and provides services in a professional manner.
2. Exhibits and promotes positive relationships by showing consideration and respect for patients, visitors, and other ETCHSI personnel along with being cheerful, courteous and responsive.
3. Maintains professional and neat appearance with regular hygienic habits to prevent work place offensiveness.
4. Exhibits cleanliness and orderliness in personal and work habits.
5. Follows appropriate chain of command.
6. Is responsible for personal growth and professional development. Identifies and meets educational needs for self.

7. Is receptive to guidance and constructive criticism.
8. Attends ETCHSI educational programs.
9. Attends and participates in staff meetings.
10. Demonstrates a willingness to participate and follow through with special projects and committees.
11. Abides by ETCHSI attendance policy and established procedures for notification in case of absence.
12. Takes initiative in resolving problems and conflicts.
13. Assists in maintaining a safe, secure and aseptic environment for all patients and employees.
14. Adheres to regulatory agency requirements with respect to infectious disease and hazardous materials.
15. Is familiar with and abides by OSHA Standards, Hazardous Materials, Universal Precautions, use of personal protective equipment, Evacuation, Fire, Disaster, and Safety Plans.
16. Uses appropriate body mechanics and follows safety procedures.
17. Obtains annual TB test and attends Safety Recertification annually.
18. Completes Incident Reports within 24 hours of incident and turns them in to the Safety Officer.

EDUCATION:

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. Ability to maintain appropriate clinical privileges required
5. FTCA coverage or private professional malpractice insurance obtainable
6. Excellent interpersonal and communication skills required.

LICENSURE:

1. Unrestricted license to practice dentistry in the State of Texas (Not applicable to commissioned NHSC PHS officers)
2. Current CPR (BLS) certifications. ACLS certification preferred
3. Texas DPS and DEA registrations
4. Medicaid provider number
5. NPI number

SKILLS:

Requires a comprehensive knowledge of primary dental care in an out-patient clinical setting. Knowledge of the principles and practice of modern dentistry. The ETCHSI Staff Dentist must be cognizant of the prevalent health and social stressors on the patients and the impact of these on their practice of dentistry. A Staff Dentist must be able to treat patients from a diversity of social and ethnic backgrounds and to work creatively as a member of the health oriented team composed of health care professions from a variety of disciplines for the healing and betterment of ETCHSI patients.

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 general 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, copier and fax machine 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 CLASSIFICATION: I

FLSA CATEGORY: Exempt

JOB CLASS AND STEP RANGE: DDS/DMD / Steps 1-15 with applicable additional per annum

ETCHSI reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with the 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 they do not constitute undue hardships upon this organization.

Robin J. Moore

5/4/15

Approved

Date

Revised 09-2007
Reviewed 10-2010
Revised 04-2013
Reviewed 05-2015

Acknowledgement of Job Description Receipt

I acknowledge that I have received a copy of my job description, that I have read it and been given an opportunity to ask any questions.

I acknowledge that this is what my evaluations will be based upon from this date forward.

Employee's Signature: _____ Date: _____

Witness's Signature: _____ Date: _____