

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 4880
Grade: K4
FLSA: Exempt

Standard Job Description

Job Title
Dentist IV

Department
Oral Health

Job Summary

Provides direct clinical care of patients in accordance with the general policies and standards of performance established by the clinic. Elicits detailed patient histories and conducts complete dental assessment. Performs dental care and treatment planning including; diagnosis, preventive, operative, prosthetic, endodontic, pedodontic, surgical and oral pathologic procedures. Provides dental care to patients at all stages of the lifespan (infant-geriatric) inclusive of counseling, developing treatment plans and prescribing medication within the scope of their education at an assigned clinic.

Typical Duties

- Provides outpatient care in the Cook County Health and Hospitals System (CCHHS), including securing health histories and pertinent information from patients, examinations of the teeth and oral structures, interprets test results for diagnosis of problems, and performs agreed on dental procedures.
- Examines diagnoses and treats diseases, abnormalities, injuries and dysfunctional disorders of the oral cavity and its associated structures in children and adults.
- Provides appropriate behavior management techniques.
- Develops an individualized plan of treatment for each patient, and explains the recommended treatment plan to each patient.
- Provides emergency dental care, refers patients to dental specialists as appropriate, and refers patients to medical department for diagnosis and treatment of suspected medical problems.
- Prescribes and/or dispenses medications to patients as per practice guidelines.
- Implements dental practice in accordance with organizational policies, Federal guidelines and ADA professional standards. Complies fully with approved infection control standards.
- Complies with documentation requirements. Submits documentation required by the administration.
- Supports outreach and educational projects operated by the organization and provides health consultation to community groups as occasions arise and schedules permit.
- Participates in the marketing of the dental practice to the community.
- Meets or exceeds all productivity expectations of the Dental Director.
- Provides preventative oral health screening education to clients, as occasions arise.
- Maintains high standard of dental practice and participates in the training and development of the dental team.
- Assists in educating both the patients and clinic staff.
- Provides direction and training to semi-professional and para-professional dental staff.
- Refers clients to appropriate community and health resources.
- Consults with Dental Director and other staff Dentist and Physicians when necessary to coordinate care with other services.
- Assists in preparation of informational materials for dissemination to clients, professionals, and other agencies.

Typical Duties continued

- Participates in orientation of new staff and students.
- Provides clinical consultation to other staff members and supervision of staff and students as assigned.
- Assists in orientation and training of new staff, as needed.
- Develops and maintains a basic knowledge of services available at CCHHS.
- Develops and maintains a basic awareness of health disparities with the community.
- Assists patients in developing oral health goals.
- Develops and maintains a working knowledge of individual Emergency Preparedness roles.
- Demonstrates adherence to National Patient Safety Goals.
- Participates in mandatory in-services and drills, attends staff meetings and other training, including appropriate age specific educational trainings offered on a regular basis for professional development.
- Reports all unusual occurrences that may involve the safety and well-being of the clients, patients and/or co-workers, directly to the supervisor and/or Safety Officer.
- Performs duties in a prioritized, organized and orderly manner to maximize clinic efficiency and productivity.
- Maintains orderliness and cleanliness of clinic and work area.
- Assists in the development, implementation and monitoring of dental clinic policies, protocol and procedures as needed to achieve goals and objectives.
- Assists with the development, implementation and monitoring of the quality assurance program.
- Provides emergency instructions and referrals during non-clinical hours while on call.
- Provides the necessary back-up to the on-call dentist, with regard to giving directions on an appropriate treatment plan.
- Exemplifies an example in attitude toward patients and staff, thereby performing duties with respect, dignity, privacy, and modesty to the patients.
- Fulfills state required Continuing Education Credits within designated time frame. Attends professional conventions and seminar, participates in professional societies, and do all things reasonable, necessary and desirable to maintain and improve his/her professional skills.
- Documents each on-site/in office procedure, prescription, consultation and patient contact in patient's chart and on the clinics encounter forms, within a twenty-four (24) hour period.
- Counsel's patient regarding dental, medical and other problems which might affect patient's health and well-being.
- Performs such clinical procedures for patient's benefit which are within scope and skill of practitioner and which are economically feasible.
- Participates and cooperates in all reasonable efforts with the clinic to apply for and secure public or private grants, contracts, and donations, and all customary and desirable accreditation, licensing and permits.
- Works directly with Dental Assistant; Directs Dental Assistant as it relates to direct patient care and day to day operations.
- Performs other Job related duties, as may be assigned.

Reporting Relationships

Reports to the Director of Oral Health

Minimum Qualifications

- Dental Degree from an accredited dental school, Doctor of Dental Surgery or Doctor of Dental Medicine (DDS or DMD), required
- Must possess a current and unrestricted Dental license in the State of Illinois
- Must possess a current and unrestricted federal controlled substance license, required
- CPR certification, required

Preferred Qualifications

- Direct patient care experience, preferred

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of the principles of general dentistry, pediatric dentistry, and oral surgery.
- Knowledge and skill to use and maintain dental equipment in the delivery of patient care.
- Knowledge in methods and techniques of preventative dental care in the treatment and control of dental disease.
- Excellent interpersonal skills and written skills.
- Skill to diagnose and to treat dental diseases to maintain the integrity of the dentition and supporting tissues.
- Ability to apply modern methods and practices of general dentistry, pediatric dentistry and oral surgery.
- Ability to relate in a respectful, professional, courteous and concerned manner with clients, co-workers and supervisors.
- Ability to be culturally sensitive to clients/patients and staff.
- Requires flexibility to work in a fast paced clinical environment.
- Ability to creatively work with other health care professionals from a variety disciplines to achieve maximal program effectiveness and patient benefits.
- Ability to creatively solve problems through individuals and/or programmatic action is an important part of this position.
- Ability to develop teaching and counseling sessions, as needed.
- Ability to adapt to changing situations and circumstances.
- Willingness and ability to assume and delegate the needs of clinic patients, as a member of the healthcare team.
- Ability to analyze situations accurately in order to determine and implement effective and appropriate courses of action.
- Ability to perform operative dental procedures to restore the integrity of the dentition.
- Skill to perform oral surgical procedures (e.g., exodontia, etc.) to eliminate dental disease that presents a threat to the health and well-being of the patients.
- Skill in prescribing and fabricating dental prostheses to restore masticatory function.
- Skill to perform endodontics to maintain integrity of the dentition.
- Skill to perform dental radiological procedures to diagnose dental disease.
- Skill in the application of dental materials in the provision of dental care.
- Ability to direct the work of auxiliary personnel in providing dental care.
- Skill to communicate effectively (oral and/or written) to exchange and/or provide information, and build and maintain cooperative working relationships between staff and patients.
- Ability to prepare written reports, documents, memoranda, etc. to provide information to management and others, guide/direct staff, obtain resources, and record activities, etc.
- Skill to effectively provide consultation and technical assistance to staff, quality health care to

inmate patients, and ensure compliance and consistency with laws, rules, regulations, policies, procedures, etc.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Physical Demands Summary									
Activity	Frequency				Activity	Frequency			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist/Turn				C
10 lbs. or less			F		Climb	N			
11 - 20 lbs.		O			Crawl	N			
21 - 50 lbs.		O			Reach above Shoulders			F	
51 - 100 lbs.	N				Reach Outward				C
100 + lbs.	N				Handling/Fingering				C
					Stand			F	
Push/Pull:					Walk			F	
12 lbs. or less			F		Sit			F	
13 - 25 lbs.		O			Bend			F	
26 - 40 lbs.		O			Squat Kneel		O		
41 - 100 lbs.		O							
					Type/Keyboard:			F	
					Visual Requirements:				C

Key: N - Never O - Occasional; 1 - 33% of time F - Frequent 34 - 66% of time C - Constant 67 - 100% of time

Approval: J. Alexander, MD Date 6/22/14
 Jorelle Alexander
 Chair of the Department of Oral Health

Approval: _____ Date _____
 Gladys Lopez
 Chief of Human Resources