GENERAL DENTIST

Position Description

<table>
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<tr>
<th>Department:</th>
<th>Dental Clinic</th>
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<tr>
<td>Job Code:</td>
<td>KPHCGD</td>
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<tr>
<td>Pay Range:</td>
<td></td>
</tr>
<tr>
<td>Hours/week:</td>
<td>40</td>
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<tr>
<td>Type of Position:</td>
<td>Full-time</td>
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Reports to (title): Chief Dental Officer
Classification: Exempt
Effective Date: 5/1/11
Revised Date: 5/18/2017

MISSION STATEMENT

The Kewa Pueblo Health Corporation (KPHC) is established for the purposes of carrying out the vision and mission of the Santo Domingo Health Center (SKHC). The VISION OF KPHC is: “HEALTHY PEOPLE, HEALTHY COMMUNITY, HEALTHY LIFESTYLE” and the MISSION of KPHC is: “ENSURING HEALTH & WELLNESS THROUGH EXCELLENCE IN HEALTHCARE WITH RESPECT FOR CULTURE”.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Santo Domingo Health Center are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver’s license.
- Comply with all Kewa Pueblo Health Corporation and Santo Domingo Health Center policies and procedures, HIPAA and all other applicable laws.

POSITION PURPOSE

The incumbent serves as the Health Center dentist and provides dental services at the Santo Domingo Health Center by assisting in implementation and operation of the dental program which includes preventive, educational, and corrective dental. The incumbent also performs a full range of professional dental duties in connection with the treatment of commonly encountered dental disease or dental health programs requiring standard corrective, restorative, or preventive measures.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Patient Care Duties:

- Completes preliminary examinations on new dental service patients; reviews patient’s medical and dental history; examines the teeth and periodontium for evidence of plaque and periodontal disease and has the findings charted in the patient’s dental record, including caries, plaque index, bleeding scores, microscopic microbial morphology, pocket depths, CPITN scores, tooth mobility, crepitus, etc; inspects the mouth and throat for evidence of diseases such as oral cancer; takes, develops and interprets routine x-rays to identify tooth structures, calculus and abnormalities such as cavities, or traumatic occlusion.
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- Prepares treatment plans for patients including assessment of the problem, type of oral hygiene care required, nutrition assessment and counseling, restorative and rehabilitative care possible with available resources and the sequence of appointments needed to complete treatment. Makes recommendations to patients concerning optimum dental care so that the patient can make an informed decision on personal resources that may be required to obtain this level of dental care. Maintains recall system for careful follow-up of patients that need continued care or evaluation.

- Encounters, diagnoses, and administers treatment for dental diseases and dental health problems of greater than usual difficulty.

- Deals with dental health cases presenting patient behavior and communication problems.

- Provides dental services of scope, quality and quantity consistent with Dental Program policies, including Operative Dentistry, Oral Diagnosis, Periodontics, Oral Surgery, Pediodontics, Endodontics, Fixed Prosthodontics, Removable Prosthodontics, Orthodontics Oral Medicine, Geriatric Dentistry, and Dental Prevention. Performs suture removal, changes dressings, applies topical anesthetics and provides home care instructions.

- Provides a full range of preventive dental services requiring complex knowledge and skill. Takes impressions for construction of mouth guards and bite splints. Instructs patients at chair side in oral hygiene, brushing and flossing techniques and periodontal aides, which increase the amount of stimulation to the periodontium. Plans and adapts instructions in home care techniques, tailoring them to the oral hygiene needs and oral problems of individual patients. Explains to patients the causes of periodontal disease and tooth decay and the importance of diet as it relates to oral and systemic health.

- May have emergency dental calls after hours and on weekends.

- Researches current dental literature and acts as a consultant and advisor to other health disciplines on oral health matters. Regularly attends hospital and dental staff meetings to make improvements in the dental program. Instructs nurses, health educators, social workers, nursing assistants, Santo Domingo Pueblo health representatives, other medical staff, and school teachers in the proper techniques of oral hygiene to be applied to young patients/students, the bedridden, handicapped, disabled and chronically ill patient. Presents lectures and demonstrations in oral health care to various patient and Santo Domingo Pueblo groups such as diabetics, hemodialysis patients, drug or alcohol dependent patients, and health boards, using slides, denture models, toothbrushes, charts and other dental education materials.

- Ensures the maintenance of reporting and record systems related to patient care and progress notes according to established policies.

- Provides other duties as assigned by the Kewa Pueblo Health Corporation.

Administrative Duties:

- Provides technical guidance and direction of dental assistants on a one-to-one basis.

- Provides first level technical and clinical guidance and direction to other dentists, as may be needed.

- Supervises all dental clinic personnel.

MINIMUM MANDATORY QUALIFICATIONS

Experience:
- A certificate from an accredited two-year Residency program; OR
- A certificate from an accredited one-year Residency program plus two years of post-residency proactive clinical experience; OR

Education:
- DDS or DMD degree from a dental school accredited by the Commission on Dental Accreditation, plus a current dental license to practice dentistry in a State, Territory or Commonwealth of the United States, or in the District of Columbia.
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Certificate
- A current Basic Life Support, BLS certificate.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Must possess the education and experience requirements for positions of this type.
- Must also possess mature judgment for evaluation and exercising this role.
- Must possess advanced professional knowledge and experience in diagnosis and treatment of cases presenting out of the ordinary dental health problems and/or handling of patients with behavioral problems.
- Knowledge of dental anatomy, related oral anatomy, the technical methods and practices of dentistry, and the working characteristics of dental instruments and materials sufficient to perform a wide variety of intra-oral procedures, including restoration of teeth.
- Knowledge of the Health Center’s medical and dental services, the characteristics and needs of the patient population, principles and practices of dental public health and resources available in order to develop and carry out the preventive dentistry program.
- Skill in supervising dentists, dental assistants and other dental staff.
- Ability to provide individual and family counseling, guidance and health instruction to help patients to understand how to prevent disease and maintain good dental health.
- Knowledge of quality assurance and evaluation process to improve patient care and facilitate monitoring and program planning.
- Knowledge of health record aspects of patient care and ability to accurately and completely document related clinical data.
- Knowledge of organizational data systems in areas of data entry, patient registration, data retrieval, procurement processes and communication systems.
- Knowledge of the principles and practices of dental public health and the resources available in order to develop and carry out the preventive dentistry program.
- Knowledge of the availability and use of resources designated as primary care and referral services.
- Knowledge of human behavior during stressful situations in order to exercise emotional control, tact, patience and reliability in carrying out patient care and supervisory responsibilities.
- Knowledge of medical diseases such as cancer, diabetes, and heart disease as they relate to the care and treatment of the teeth.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- The incumbent may be required to occasionally attend meetings in the evenings and on weekends.
- The incumbent is responsible for taking their turn to take dental call with the rest of the dental staff.
- Comprehensive knowledge of Indian Health Service (IHS) Clinical/Medical staff by-laws, rules and regulations and comply with all requirements for appointment to and must be credentialed and privileged in accordance with Kewa Pueblo Health Corporation medical staff by-laws.
- Knowledge of policies and regulations on Tort Claims and Third Party Claims.
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- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

- Ability to perform other duties as assigned.

- Incumbent may be required to work day, evening or holiday shifts.

- Familiarity with the mandatory reporting requirements under the Indian Child Protection Act, with regards to suspected incidence of child abuse or child neglect.

- Must have CPR and/or ACLS certification.

PREFERRED QUALIFICATIONS

- Considerable ingenuity, original thinking and independent judgment are exercised and required of the incumbent, as they are working with a group of people initially unfamiliar with health standards, the necessity for preventive care and other essential health needs. The incumbent must be able to cope with problems and make judgments and evaluations of the situation and type of care needed, and refer those of a more complicated nature to a specialist.

- Ability to recognize, diagnose and treat dental problems of greater than usual difficulty and deal with dental cases presenting patient behavior and communication problems.

- Bilingual skills in English and the Keres native language.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. In addition, work involves exposure to communicable diseases, radiation and flying debris and therefore, masks, protective eyewear and lead aprons are often needed, as well as application of other recommended protective techniques. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, visitors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.
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OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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ACKNOWLEDGMENT

I have reviewed the content of the DENTIST position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name) ____________________________

Employee (signature) ____________________________

Date ____________________________

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