

## Northern Neck-Middlesex Free Health Clinic

**Mission Statement:** We embrace health and wellness as the foundation for quality of life, and we dedicate ourselves to providing the highest level of medical care to all those who lack access to it within our community.

**Position Title:** Staff Dentist

**Supervisor/Reports to:** CEO

**Position type:** Full-time or part-time employment subject to negotiation

**Position Summary:** The Staff Dentist facilitates the operation of the NNMFHC Dental Clinic to provide quality care to patients, with a focus on examination, diagnosis, prevention, education, and individualized treatment. The Staff Dentist is subject to the terms of the Contractual Agreement for the NNMFHC Staff Dentist which must be signed prior to employment.

### Responsibilities:

- A. Compliance with OSHA and Board of Dentistry regulations, including holding an active Virginia license and completing required continuing education.
- B. Compliance with the terms of the Contractual Agreement for the NNMFHC Staff Dentist. (attached)
- C. Maintaining adjunct faculty credentials with VCU to enable supervision of students on rotation.
- D. Maintaining approval as a Medicaid provider through DentaQuest or other agency administering Medicaid dental coverage in Virginia.
- E. Establishing/ensuring that appropriate patient treatment and emergency protocols are in place and consistently applied (BP level, pre-medication, etc.).
- F. Promoting an integrated care model and educating patients about the relationship between oral health and overall health. Makes referrals to the NNMFHC Medical Clinic as indicated.
- G. Treatment of emergency and non-emergency patients during periods when VCU School of Dentistry students are not present.
- H. Treatment of patients eligible for dentures.
- I. Prioritizing short call list patients for indicated treatment.
- J. Making appropriate referrals.
- K. Supervision of dental assistant and dental hygienists (employed or volunteer, as applicable). Supervision of dental hygienist/s shall be under direct, general, or remote supervision according to established NNMFHC protocol and NNMFHC Dental Clinic schedule for the Staff Dentist and the employed (non-student) dental hygienist.
- L. Recommending to the CEO and the Health Care Services Committee methods to increase effectiveness of the operation of the Dental Clinic, if indicated.
- M. Ensuring that patient data entry is accurately completed to permit end of day walk-out procedures by office staff.
- N. Providing input on needed supplies, equipment, and other budget-related items upon request.
- O. Discussing challenges, issues, concerns, and operations related to the Dental Clinic with the CEO as they arise and/or on a regular basis.
- P. Supervise dental and dental hygiene students on rotation from Virginia Commonwealth University School of Dentistry, inclusive of the following:
  1. Conduct orientation for each new group of students (every two weeks).

2. Ensure that each patient is treated with empathy and professionalism.
3. Provide mentorship and instruction to students to facilitate safe and appropriate services that meet the current standard of care. The dentist will check the student at the following times, additional assistance may be needed depending on student skill level : at patient check-in, procedure completion check-in, and final check and review of treatment.
4. Assist student in treatment planning as needed, and in planning treatment for the patient's next visit.
5. Suggest methods to improve time management, if needed.
6. Recognize the need to defer treatment if indicated by oral conditions or patient's ability to cooperate. Assist student in managing these circumstances.
7. Recommend patient referral for specialist treatment such as periodontal care, oral surgery, pediatric care, endodontic care, or complex restorative care.
8. Sign treatment notes following review for accuracy and completeness with student.
9. Enter completed treatment and production in Eaglesoft at chairside.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required:**

1. Graduate of a college or university accredited by the American Dental Association to provide dental education; holds a DDS/DMD degree.
2. Valid, current license to practice dentistry in the Commonwealth of Virginia.
3. Experience with diverse, multi-cultural populations.
4. Experience with a dental electronic health record.

**Preferred:**

1. Experience in a public health or charitable or non-profit clinical setting providing care to persons who are uninsured or enrolled in Medicaid.
2. Experience supervising students in delivery of patient care.

**Expectations of all employees:**

1. Demonstrates knowledge of and supports the Clinic mission.
2. Complies with Clinic policies regarding patient rights, confidentiality, safety & security, finance, and IT usage.
3. Demonstrates professionalism, courtesy and respect to patients, co-workers, supervisors, volunteers, and donors.
4. Demonstrates familiarity with Clinic services, eligibility requirements and policies.
5. Communicates effectively and professionally orally and in writing.
6. Complies with Clinic policies regarding daily work schedule.

A complete description of policies and expectations can be found in the Personnel Manual.