

**NORTHERN NECK MIDDLESEX FREE HEALTH CLINIC
EMPLOYEE WORK PROFILE
JOB DESCRIPTION**

Employee Name:	Supervisor: CEO
Position: Part-time Staff Dentist	Date of Hire:
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.	
Purpose: A core responsibility of this position is to present a character and attitude consistent with the mission statement of the NNMFHC.	
<p>Key Behaviors/Competencies:</p> <ol style="list-style-type: none"> 1. Demonstrates sensitivity to and complies with Clinic policy on patient rights, and takes steps as necessary, within authority, to protect those rights or makes the necessary redress when those rights have been violated. Complies with Clinic policy on the release of information to outside parties. 2. Maintains a professional appearance, dress and attitude. Interacts with patients, staff supervisors, donors and visitors alike in a professional, courteous, and helpful manner; ensures their needs are met. 3. Reports to work on time/as scheduled; returns from lunch break in a timely manner; completes work day in accordance with Clinic operating hours; demonstrates flexibility in scheduling; appropriately utilizes vacation, sick time, and other paid time off/absences. Notifies supervisor and own Clinic staff when leaving building 4. Maintains and protects the confidentiality of Clinic information, i.e., patient-related, employee and volunteer-related; and Clinic financial, administrative, personnel, and operational information, etc., at all times. 5. Demonstrates knowledge of and supports the Clinic’s mission; work performance reflects such in the completion of responsibilities and tasks. Understands Letters of Agreement with grantors; assures that the Clinic meets or exceeds all conditions of the relevant grant. 6. Effective written and oral communicator in all aspects of completing daily responsibilities and tasks. Communications effectively and works with supervisors and staff. Strives to project an image of a professional, competent, compassionate organization. 7. Is knowledgeable of Free Clinic services, eligibility requirements and policies as well as other referral agencies within the community, when patient is not eligible for Clinic services. 8. Establishes and maintains a strong working relationship with supervisors, physicians, other medical, dental, and pharmacy employees and volunteers; strives to project a positive image as an employee and team player. 	
<p>Essential Functions and Responsibilities</p> <ol style="list-style-type: none"> 1) Provide dental services directly or by directing appropriate cases to volunteer dentists, dental students, or appropriate specialists who follow the appropriate standard, including the following services: <ol style="list-style-type: none"> a) Review all patient charts before seating the patient b) Writing prescriptions for patients under direct care c) Emergency care for the treatment of acute conditions or direct referral to an 	

<p>appropriate healthcare provider</p> <ul style="list-style-type: none"> d) Diagnostic examination of: <ul style="list-style-type: none"> 1. Hard and soft tissue 2. Occlusal analysis 3. Oral cancer screening 4. Head and neck examination 5. Periodontal condition 6. TMJ evaluation 7. Tongue 8. Oral hygiene status 9. Chart existing conditions to indicate all of the above as well as restorations, lesions, etc., in an initial or routine recall examination e) Develop a treatment plan with the patient's consent after presenting alternative treatment plans f) Implement the treatment plan g) Restore teeth as appropriate or refer to specialist h) Pediatric care as appropriate including restorative and preventative modalities i) Administration of oral hygiene education in conjunction with the Dental Clinic Coordinator and Dental Assistant or Hygienist j) Recommend patient referral for specialist treatment such as periodontal care, oral surgery, pediatric care, endodontic care, or complex restorative care k) Assign appropriate delegable duties and train volunteers to perform such duties <p>2) Administer the Dental Program to include:</p> <ul style="list-style-type: none"> a) Collaborating with the Dental Clinic Coordinator and other volunteers, the Board's Health Services Committee, and volunteer dentists to monitor the effectiveness of the dental program and make programmatic changes as necessary b) Assist in the recruitment of new volunteer dentists and development of collaborative partnerships with other dental providers c) Be familiar with and direct the fulfillment of the Clinic's grant requirements to the best of his or her ability in collaboration with the CEO, Dental Clinic Coordinator, and Health Services Committee. d) Instruct and monitor dental volunteers in applicable procedures and provide for remedial training as necessary e) Assure compliance with all applicable laws and regulations governing the practice of dentistry f) Attend medical and dental committee meetings and other relevant meetings as requested. <p>3) Perform other tasks as requested by the CEO.</p>
<p>Major Challenge: A majority of the Staff Dentist's time should be dedicated to seeing patients within the constraints of Clinic management and administrative duties. Additionally, the Staff Dentist is to interact with dental students on a supervisory or procedural basis making case selections for dental students and directing the clinic experience to assure patient comfort and safety within the student's skill level.</p>
<p>Employee signature: _____ Date reviewed: _____</p>