

## COMMUNITY HEALTH PARTNERS, INC.

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.*

**JOB TITLE:** Dentist  
**Position Status:** Exempt  
**Effective Date:** 5/2020  
**Reviewed By:** Dental Director

**JOB SUMMARY:** Under the general supervision of the Dental Director, the Dentist provides high quality primary dental care and supervises their dental team in a supportive, team-oriented atmosphere.

### **ESSENTIAL JOB RESPONSIBILITIES:**

#### **Clinic Duties:**

1. Interpret radiographs, diagnose dental disease, evaluate oral health, and collaboratively plan treatment with patient.
2. Perform dental services including oral examinations, fillings, extractions, crowns, pediatric space maintenance and primary root canals following CHP's policies and procedures regarding scope of care, patient scheduling, treatment sequencing, and restorative material options.
3. Advise patients how to care for their teeth and mouths to maintain oral health.
4. Prescribe medication and/or determine appropriate dosages for medication.
5. Maintain and update patient charts, records, and information in a timely manner.
6. Achieve organizational expectations for quality of dental care provided and efficiency in the delivery of that care.
7. Maintain knowledge of dentist best practices and standard of care. Fulfill annual state requirement for continuing education
8. Maintain appropriate clinical measures while caring for panel with an average of 16 visits per shift using a patient-centered, collaborative approach.
9. Responsible for ensuring that clinic sees as many patients in need as possible. Oversee that patients are scheduled following dental clinic scheduling protocols.
10. Responsible for team staffing schedule to provide best patient service possible while within the parameters of the labor budget.
11. Oversee the preventive maintenance and repair of Clinic equipment and instruments.
12. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.
13. Understand and adhere to HIPAA regulations maintaining confidentiality of patient information.

14. Participate in problem solving, disease collaborative efforts, and quality improvement efforts throughout the clinic.
15. Forge strong community partnerships through involvement in local and regional meetings.
16. Further the mission of CHP through active support of the strategic goals.

### **Supervisor Duties:**

1. Follow CHP policies and procedures and ensure employee compliance.
2. Co-supervise Administrative Generalists and Dental Assistants with Dental Coordinator. Collaborate with Dental Coordinator during hiring, training, evaluations and coaching discussions.
3. Understand and accurately communicate staff job expectations in a specific, measurable way.
4. Responsible for hiring and training of support staff for own provider team.
5. Ensure appropriate staff training occurs, including but not limited to specific job training, safety training, NEO attendance, and any supplemental and/or remedial training.
6. Ensure radiology compliance with state laws for Dental Assistants on own provider team.
7. Responsible for ensuring consistent knowledge base, workflows, and teamwork among Administrative Generalists and Dental Assistants team members.
8. Foster open communication by ensuring that employees have pertinent information, solicit employee input and foster collaboration in problem-solving.
9. Communicate appreciation for positive team member behavior, documenting above and beyond contributions (at both individual and team level).
10. Address nonperformance in a timely, effective manner by utilizing coaching steps to engage employee in their own performance improvement. Document coaching sessions as appropriate.
11. Utilize progressive disciplinary measures when appropriate with support from the Dental Director, HR Manager and/or CEO.
12. Complete employee evaluation sessions in an effective, timely manner. Goals for the evaluations include discussing employee strengths and areas for improvement, as well as supporting employee in pursuit of future goals.
13. Review, correct, and verify payroll.
14. Keep supply costs at or below budgeted amount and prevent unnecessary loss of supplies/equipment through appropriate inventory and maintenance.
15. Actively work to insure the workplace is safe, assessing safety concerns daily and making changes as needed.
16. Investigate all accidents and injuries properly, following all required procedures and documenting as appropriate.
17. Inform HR Manager immediately of any harassment, discrimination, work comp or disability issues.
18. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.

## **JOB QUALIFICATIONS:**

### **Skills and Attitudes:**

1. Ability to follow oral and written instruction.
2. Communicates effectively in writing and orally.
3. Ability to work with limited resource population with a caring, patient-centered approach.
4. Ability to work with grace under pressure.
5. Ability to work in a team and to share responsibilities and duties.
6. Ability to resolve interpersonal conflict in a straightforward and timely manner.
7. Ability to set priorities, be organized, and be a self-starter.
8. Ability to treat both staff and patients with respect.
9. Ability to navigate technology efficiently.
10. Ability to gracefully accept and respond to feedback.

### **Essential Physical Requirements:**

	<b>Occasionally (1%-33% of day)</b>	<b>Frequently (34%-66% of day)</b>	<b>Continuously (67%-100% of day)</b>
Sitting			<b>X</b>
Standing	<b>X</b>		
Walking	<b>X</b>		
Speaking/Hearing			<b>X</b>
Seeing			<b>X</b>
Hand/Wrist Work (ie. Keyboarding)			<b>X</b>
Pushing/Pulling		<b>X</b>	
Fine Manipulation			<b>X</b>
Grasping			<b>X</b>
Reaching		<b>X</b>	
Bend			<b>X</b>
Lift 1-10 lbs		<b>X</b>	
Lift 11-20 lbs	<b>X</b>		

\*Ordinary ambulatory skills needed to visit all CHP sites.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Graduate of an accredited dental school

Experience highly desirable

Licensed as a dentist in the state of Montana

I have read the above job description and have had all my questions answered.

Employee \_\_\_\_\_

Date: \_\_\_\_\_