TITLE: DENTIST

RESPONSIBLE TO: Executive Director

FUNCTION: Perform full range of professional dental tasks in connection with the diagnosis and treatment of dental diseases, injuries, and malfunctions of the teeth and gums for any person or patients of the Dental Clinic.

EMPLOYMENT & DUTIES:

1. Provides dental services as a Dentist at Community Inclusion's Dental Clinic(s) and Program(s) located within Chautauqua County in accordance with standards of skill, ethics and practice as defined by NYS professional agencies. These services will be provided and consistent with local, state and national standards of practice and within the scope of Community Inclusion's licensure.
2. Examines patient's teeth and surrounding oral structures utilizing x-rays, mouth mirrors, and other diagnostic procedures and instruments to determine pathological or irregular conditions.
3. Treats dental diseases, injuries, and malfunctions of the teeth and gums.
    - Performs restoration of simple and compound cavities with such materials as composite and amalgam.
    - Administers local anesthetics via hypodermic syringes.
    - Performs oral surgery commensurate with professional qualifications.
    - Performs single and multiple extractions of teeth.
    - Cleans teeth by scaling calculus.
    - Treats teeth, mouth and gum infections with appropriate drugs or by surgery.
    - Maintains written timely, legible, accurate and complete records of patients' dental treatments.
4. Determines the need for dental and prosthetic appliances by studying patients' mouth to determine the type of restoration required; takes mouth impressions and bit registrations for crowns, jackets, dentures and bridges; tries temporary setups in patients' mouth and fits and inserts the finished appliances.
5. Advises patients about dental health practices.
6. In collaboration with management and practice guidelines, maintains a schedule of appointments to meet the daily expectations of the practice and needs of the patients. As appropriate, work hours shall be allocated between sites by mutual agreement between the employee and supervisor.
7. Assists Practice Management to instruct, direct, and evaluate dental office staff in the performance and duties.
8. Offers input & participates in the development and implementation of policies, procedures, and services, as requested.
9. Provides consultation to Community Inclusion's Director or designee as requested.
10. Participates in clinical and/or administrative meetings and activities of Community Inclusion including but not limited to, quality management programs, clinical rounds, outside agency reviews, and medical staff meetings as requested.
11. Performs all other reasonable functions and duties which Community Inclusion may request consistent with employee's professional licensure and expertise, including but not limited to, working with, supervision of, and review of work of Dental Assistants and Dental Hygienists.
12. Attends any training/orientation sessions provided by Community Inclusion.
13. Becomes a participating provider with any payor Community Inclusion participates with.
14. Provides excellent patient care and customer service
15. All other related duties as assigned.

EMPLOYEE STANDARDS OF PERFORMANCE:

1. Employee shall abide by all policies and procedures as determined by the Board of Directors and/or Executive Director.
2. Employee shall act in conformance with Community Inclusion standard procedures and in accordance with the ethics standards and requirements of the Joint Commission on Accreditation of Healthcare Organizations, the American Medical Association, the American Dental Association, the New York Slate Medical Society and all other professional and governmental agencies which now or hereafter set standards for the practice of medicine generally and the specific medical services that are subject of this contract.
3. Employee will, at all times, comply with all laws, rules and regulations governing the provisions of such services, including but not limited to, licensing and educational requirements, and employee shall adhere to all established policies and procedures of Community Inclusion. Periodic professional reviews shall be conducted by the Executive Director.
4. Performance evaluations will be conducted at least once each year.
5. Employee shall act in conformance with all applicable local, state and federal laws and regulations, including, without limitation, the Social Security Act and the rules and regulations of the U.S. Department of Health and Human Services and the New York State Department of Health. This contract shall be interpreted in accordance with all such applicable laws and regulations.
6. All case records, case histories, data and regular files concerning patients of Community Inclusion consulted, interviewed or treated by Employee hereunder shall belong to and remain the property of Community Inclusion.
7. Community Inclusion shall provide Employee with reasonable access to such material, and Employee shall keep such material confidential.
8. Employee will comply with all policies and procedures adopted by Community Inclusion, as may be amended from time to time in Community Inclusion's sole discretion. Furthermore, Employee will comply with all decisions and recommendations of Community Inclusion Quality Assurance Committee ("QA") including, but not limited to, disciplinary actions. All written Community Inclusion QA policies and procedures are hereby incorporated and made a part hereof as though more fully set forth at length herein.
9. Employee will, at all times, comply with Community Inclusion's credentialing process/requirements including, but not limited to, the requirement that all medical Employees are subject to appointment and removal by Community Inclusion with cause. Employee shall comply with any written requests from Community Inclusion for missing credentialing documents, within fourteen (14) calendar days from the date of receipt of the request.
10. Employee shall comply with reasonable standards required of Community Inclusion's payors and regulators, including but not limited to government, commercial insurers and managed care organizations.
11. Employee is solely responsible for meeting all continuing medical education (CME) requirements of their profession or specialty. Employee will maintain valid and current NYS licensure.
12. Employee will maintain patient confidentiality and preservation of human dignity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and abilities commensurate with those of comprehensive, general dentistry. Strong communication skills and enjoy working with people from a wide socio-economic and diagnostic background. Physical abilities or reasonable accommodation(s) commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

Graduate of an accredited school Dentistry and holds a New York State licensure or eligibility to practice as a Dentist. Current certification in Cardiopulmonary Resuscitation.