

CLASS TITLE: CHIEF OF DENTAL SERVICES

Class Code: 02918500
Pay Grade: 44A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the overall direction and administration of dental services at a state institution and for the treatment and performance of dentistry; to be responsible for all program planning which will provide the highest possible standards of dental hygiene; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for exercising independent initiative and professional dental judgment in developing professional standards for patient care and treatment; work is reviewed through conferences and/or reports for conformance to policies and objectives and for adherence to the highest standards of accepted dental practices and techniques.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs, supervises and reviews the entire staff assigned to the dental program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the overall direction of dental services at a state institution and for the treatment and performance of dentistry; to be responsible for all program planning which will provide the highest possible standards of dental hygiene.

To plan and develop policies and objectives for the evaluation of patient care and treatment through clinical conferences and consultations with the professional dental staff members and to supervise the implementation of new and improved dental techniques for the diagnosis, treatment and care of patients.

To coordinate the activities of the professional dental staff; to provide general supervision to subordinates within the Dental Program.

To continually evaluate the extent of dental services at a state institution and prepare reports containing findings, analyses and recommendations for improvement of patient care.

To participate with other medical professions in an inter-professional rehabilitative effort toward improving the health and well is of inmates and/or patients at a state institution.

To develop the annual Dental Division budget.

To be responsible for maintaining individual records of all dental procedures performed in dental clinics.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques applied in the practice of dentistry; the ability to detect, analyze evaluate and interpret symptoms of diseases and to prescribe and administer appropriate care and treatment; the ability to treat the most complex cases; the ability to establish and maintain standards of performance for staff members

consistent with sound and acceptable practices; the ability to evaluate the quality of the dental services at the institution in terms of adequate patient care and treatment; the ability to plan, organize, coordinate and review the work of other members of the dental staff; the ability to maintain effective working relationships with superiors, professional and sub-professional staff members; and with the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a dental school of recognized standing; and,

Experience: Such as may have been gained through: employment in the practice of Dentistry with at least two years in dental care preferably in an institution setting.

SPECIAL REQUIREMENT: Must meet established requirements of the Rhode Island Department of Health to practice dentistry in Rhode Island and must maintain such requirements as a condition of employment.

Editorial Review: 3/15/03

Class Revised: March 10, 2013