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|  | Adams County Health Department Policies and Procedures Document | Program: | Job Descriptions |
| | | Procedure: | Dentist |
| | | Implementation Date: | 2001 |
| | | Last Review/Update Date: | 06/30/15 |
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Job Description Dentist

Governing Policies

- Personnel Policy
- Administrative Policy

Associated Documents

- N/A

Reference Materials

- N/A

Description

1. Division

- a. Clinical Services
- b. Reports to Dental Clinic Supervisor

2. Licenses/Certifications


- a. Possession of a current, valid license to practice dentistry in Illinois or willing to obtain one before practicing at Adams County Health Department (ACHD).
- b. Maintain a current DEA number to prescribe medication in Illinois.
- c. CPR certification.

3. Education/Experience

- a. Education Required
 - i. Doctor of Dental Science (D.D.S.) or Doctor of Medical Dentistry (D.M.D.) degree from a dental school accepted by the American Dental Association.
 - ii. Knowledge of the Incident Command System (ICS) which may be obtained with employment.
- b. Experience Required
 - i. Two years of experience practicing dentistry preferred.

4. Job Duties

- a. Maintains a high level of confidentiality and professionalism while able to be able to gain a rapport with clients.
- b. Complies with all federal, state and local laws related to dentist position including HIPAA and mandated reporting.
- c. Maintains working knowledge of and compliance with all department policies and procedures.
- d. Attend all ACHD mandatory in-services and trainings.
- e. Examines oral structures and provides diagnosis and treatment to patients.

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- f. Maintains complete and accurate records of all work accomplished and/or planned including charting of dental and oral-related structures.
- g. Delegate duties to appropriate personnel within their scope of practice.
- h. Maintains privileges to provide hospitalization care for appropriate patients.
- i. Assists of training and teaching of dental assistants and coordinator.
- j. Promote a positive working environment for dental staff.
- k. Represents the Dental Clinic in public events such as community education presentations and public relations events.
- l. Advises the Clinic Coordinator regarding aspects of dental policy for the dental clinic.
- m. Other Duties as Assigned