

COUNTY OF SOLANO
CLASS SPECIFICATION
DENTIST SUPERVISOR

CLASS SUMMARY:

The Dentist Supervisor supervises Dentists, a Dental Office Supervisor, mid-level practitioners (e.g. Dental Assistants; Dental Assistants, Registered Lead; and Dental Hygienists, Registered), and clerical personnel in the performance of their dental care and office duties in a Dental Clinic which is a Federally Qualified Health Center (FQHC). The incumbent develops, leads and directs medical services provided by those supervised. The incumbent provides direct dental care as a Dentist. The incumbent assists management in the development of and compliance with the quality improvement/quality assurance programs in the establishment, maintenance and review of medical policies and procedures for clinical services and in insuring that the clinic meets medically-related regulatory and legal requirements.

The Dentist Supervisor is a supervisory level class located within the Department of Health and Social Services, Public Health Division. Employees in this class receive supervision from the Dentist Manager.

Successful performance requires the accurate application of current dental practices and dental consultation with a physicians and dentists both within and outside of the County as well as with local and state dental societies and public interest groups.

This class differs from the:

- **Dentist**, which is primarily responsible for providing direct dental services to patients and has no supervisory responsibilities.
- **Dentist Manager**, which has management level responsibility for all dental services provided by the Public Health Division and not just supervisory responsibility for a single clinic or operation.

ESSENTIAL DUTIES:

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Supervises Dentists, Dental Office Supervisor, mid-level practitioners (e.g. Dental Assistants, Registered; Dental Assistants, Registered Lead; and Dental Hygienists, Registered), and clerical personnel in the performance of their dental care and office duties in a Dental Clinic by performing supervisory duties such as: evaluating performance; reviewing and proposing disciplinary actions; interviewing applicants and making selections; providing career development mentoring; ensuring that employees are properly trained; and overseeing the professional conduct and practices of medical staff.
- Provides direct dental services to patients by performing oral examinations at the assigned clinic; reading and interpreting x-rays; treating diseases of the oral cavity; performing prophylactic procedures, restorations, and other dental treatment as needed; taking impressions, ordering dentures and fitting and adjusting dentures; instructing patients in oral hygiene and dental care; etc.
- Refers patients to the appropriate medical or dental specialists as needed.

COUNTY OF SOLANO
CLASS SPECIFICATION
DENTIST SUPERVISOR

ESSENTIAL DUTIES: (Continued)

- Insures clinic is operated as a profitable business-like entity by overseeing the productivity of Dentists and dental staff and the quality of care and treatment provided by staff, adopting best practices for clinic operations, producing the annual budget for the clinic, and establishing goals for the clinic to meet client expectations.
- Assists division and department management in developing and implementing quality improvement and quality assurance programs to include: quality incentive programs with participating dental insurance plans; future vision for the County's dental operations; and new strategies for quality improvement such as electronic dental records and multidisciplinary work teams.
- Assists management in insuring the assigned clinic or operation meets all regulatory and legal requirements: maintains and reviews provider credentialing; reviews Federal, state and health plan standards for dental services; participates in and responds to site visits and audits by regulatory agencies and dental insurance plans; etc.
- Maintains contact and/or liaison with County staff, community groups, private sector dentists, local and state dental societies, other medical personnel, etc. to inform, discuss and/or resolve issues related to dental treatment, the provision of dental services, and/or various topics of common concern.
- Performs other duties of similar nature or level as assigned.

Training And Experience:

Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) from an accredited dental college or dental school associated with a university;

AND

Two years of professional level experience in a clinical/medical practice performing patient evaluations and treatment of clients from diverse cultural and ethnic backgrounds.

Note: Additional education or training in public health services, public administration and/or clinic management is desirable

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CLASS SPECIFICATION
DENTIST SUPERVISOR

Licensing/Certification Requirements:

- Current and active license to practice dentistry in the State of California issued by the California Dental Board.
- Valid and current credential from Medi-Cal.
- Valid and current Drug Enforcement Agency (DEA) license.
- Current and valid certification for x-ray safety.
- Current and valid healthcare provider certification for basic life support.
- National Practitioner Identification (NPI) number.
- California Driver's License, Class C.

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, and conflict resolution.
- Dental care service delivery systems and solutions for complex patient care situations, particularly as they apply to the coordination with participating dental care plans.
- Various government funded or government subsidized dental care plans to include benefits, exclusions and limitations of a particular dental plan.
- Standard and accepted principles and practices of dental care systems and programs, with an in-depth understanding of clinical issues and services to include standards of dental care within the local dental community.
- Current dental practice standards and general dentistry to include oral surgery, oral medicine, oral pathology; preventative dentistry in diagnosis, treatment and prevention; and familiarity in pediatric patient management techniques, rotary endodontic systems, fixed and removable prosthodontics, cosmetic dentistry, and basic principles of public health.
- Applicable Federal, state and local laws, regulations, and procedures affecting dental care delivery particularly as they apply to the operation of Federally Qualified Health Centers and the application of the Health Insurance Portability and Accountability Act (HIPAA).
- Oral and written communications, business correspondence, and report writing.
- Standard office procedures, practices, equipment, personal computers, and software.

COUNTY OF SOLANO
CLASS SPECIFICATION
DENTIST SUPERVISOR

Skills in:

- Supervising, evaluating, training, and developing staff and organizing and managing their work in the appropriate care and treatment of patients.
- Assessing dental and oral pathology/diseases, developing diagnoses and recommending treatment, prescriptions, etc.
- Analyzing problems and data, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Gaining cooperation through discussion and persuasion.
- Interpreting and applying Federal, state, county and department laws, regulations, policies and procedures.
- Operating dental equipment such as dental surgery instruments, etc.
- Using modern office equipment, and computers and related software applications.
- Communicating information and ideas clearly and concisely, both orally and in writing.
- Working with various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establishing and maintaining effective working relationships with those contacted in the performance of required duties.
- Managing multiple priorities simultaneously.
- Representing the office in meetings with patients and representatives from various County and non-County organizations, and before public bodies.

ADA Requirements:

Positions in this class typically require balancing, stooping, crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Other Requirements:

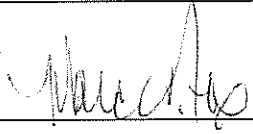
Incumbents will be subject to exposure to chemicals, mercury, viruses, bacteria, latex rubber products, and blood and other bodily fluids; hazardous physical conditions such as mechanical parts and vibration; atmospheric conditions such as nitrous oxide analgesic gases, dust, fumes and odors; and environmental conditions such as disruptive people.

Independent travel is required.

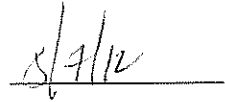
Candidates for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

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Approval by:



Marc Fox
Director, Human Resources



Date

Class History Information:

BOS Adopted	Revised	Retitled	Class Code	Sal Plan/BU	OT Code