

Simcoe Muskoka District Health Unit  
**POSITION DESCRIPTION**

<b>POSITION TITLE: Clinical Dentist</b>	<b>POSITION NUMBER:</b>
<b>DEPARTMENT: Clinical Service</b>	<b>PROGRAM AREA: Oral Health</b>
<b>REPORTS TO: Manager Oral Health</b>	<b>REVIEW DATE: June 30, 2017</b>
<p><b>PURPOSE OF POSITION:</b> Provide dental services to clients in a variety of programs including: Ontario Seniors Dental Care Program (OSDCP) Healthy Smiles Ontario (HSO) program, Ontario Works (OW) Dental Programs, Ontario Disability Services Program (ODSP), Interim Federal Health (IFH) and the Non-Insured Health Benefits (NIHB) in the HSO Oral Health Clinics.</p>	
<p><b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b></p>	
<p><b>Education:</b> Doctor of Dental Surgery from a recognized university and current certificate of registration by the Royal College of Dental Surgeons of Ontario (RCDSO) with a valid license to practice dentistry in Ontario.</p> <p><b>Related Experience:</b> 3 to 5 years as an experienced practitioner.</p> <p><b>Assets:</b> Oral proficiency in French, experience working in publicly funded dentistry, experience working with marginalized clients, clients with mental and physical disabilities as well as at risk clients. Recent and extensive experience working in a dental office.</p> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Experience in the field of removable prosthetics and pediatric dentistry.</li> <li>• Ability to work cooperatively with staff, clients, and parents in a community clinic.</li> <li>• Willingness and ability to work with children, adults, and seniors.</li> <li>• Advanced technical, administrative, and interpersonal skills.</li> <li>• A valid Ontario Class “G” Driver’s License is required and a reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.</li> <li>• Familiarity with government legislation in the area of Occupational Health and Safety.</li> <li>• Current CPR Certification, Health Care Provider (HCP) level.</li> <li>• Ability to meet the physical demands of the position.</li> <li>• Advanced oral and written communication skills.</li> <li>• Proficient in writing, reading, and speaking in the English language.</li> <li>• Demonstrated ability to attend work on a regular basis.</li> <li>• Legally entitled to work in Canada.</li> </ul>	
<p><b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</b></p> <ul style="list-style-type: none"> <li>• Maintains client/patients records as per the Royal College of Dental Surgeons of Ontario record keeping guidelines.</li> <li>• Obtains complete medical history and verifies and applies medical history prior to treatment by consulting with family members and physicians when necessary. Refers clients for medical testing if warranted.</li> <li>• Performs complete oral examinations, formulates comprehensive treatment plans, informs patients and families of treatment plans, and obtains consent for treatment.</li> <li>• Counsels clients, families, or caregivers regarding client’s dental diagnosis, necessary treatment and daily oral hygiene care, nutrition, tobacco and/or substance use.</li> </ul>	

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) (Continued):**

- Maintains a thorough knowledge of and provides treatment under appropriate programs, i.e. Ontario Seniors Dental Care Program (OSDCP), Healthy Smiles Ontario (HSO) program, Ontario Works (OW) Dental Programs, Ontario Disability Services Program (ODSP), Interim Federal Health (IFH) and the Non-Insured Health Benefits (NIHB). Refers patients to appropriate local dental practices.
- Referrals may include but are not limited to: University of Toronto Faculty of Dentistry, the Hospital for Sick Children, dental hygiene colleges, dental specialists, and low-cost dental clinics.
- Receives referrals from private dental and medical practitioners.
- May mentor dental students from universities.
- Ensures that the clinic is properly equipped and maintained and meets safety requirements for staff and patients.
- Ensures medical emergency kits and oxygen are available and in a state of readiness, and that staff are prepared to implement lifesaving procedures as necessary (i.e., administer emergency medication, provide oxygen, perform CPR).
- Consults with client's physician regarding existing serious medical conditions as required.
- Works in a manner that preserves confidentiality and seeks to minimize privacy risk.
- Provides input into the development of program policies and ensures implementation of policies and procedures in the dental clinic.
- Performs the duties of a team leader in a clinical setting, which includes ensuring effective teamwork and efficient flow of patients.
- Educates the public on oral health and the Simcoe Muskoka District Health Unit Oral Health program policies and guidelines.
- Resolves conflict with staff, clients, and members of the public when necessary.
- Respects and values the diversity of communities and individuals.
- Maintains competence through professional development activities and training required by the organization and regulatory colleges.
- Works in a manner that incorporates health promotion and positively recognizes the determinants of health.
- Contributes to the Health Unit's activities to collect, analyze, and report on data and relevant information, and participate in research.

**Clinical Responsibilities:**

- Performs clinical dentistry by providing dental diagnostics (medical assessment, dental examination, radiographs), and preventive clinical care to standards currently accepted by the Royal College of Dental Surgeons of Ontario.
- Performs a broad range of basic dental treatment, i.e., restorations, extractions, endodontics, stainless steel crowns, acid etch procedures, prefabricated post and/or pin core build up, dentures and referrals. Responsible for the fabrication of dental prosthetic appliances, etc.
- May perform dental services for patients with disabilities or behavioral problems.
- Performs emergency dental procedures during regular working hours.
- Prescribes antibiotics as required and administers local anesthetic
- Registrants providing sedation must meet the requirements of the RCDSO; including successful completion of RCDSO approved training, continuing education, the minimum number of cases performed each year to maintain competence for each level of sedation and the modality(ies) to be used.
- Prescribes radiographs as component of diagnostic process and interprets x-rays.
- Ensures proper x-ray quality assurance and safety and the proper disposal of bio-hazardous waste.
- Monitors and performs necessary procedures for IPAC infection control according to SMDHU policy and maintains up to date IPAC knowledge and training.

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) (Continued):**

**Contribute to Team and Agency Effectiveness:**

**Ongoing**

- Works collaboratively as a member of the team.
- Assists Department & Program Areas in carrying out their program mandates.
- Contributes to positive team functioning.
- Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values, and strategic directions.
- Respects and ensures confidentiality in all work performed on behalf of the Agency.
- Demonstrates a strong customer service focus in dealing with both internal and external clients
- Participates on Agency-related committees as assigned.
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster.

*This position description is an overview of the general requirements normally associated with the position; therefore, is not inclusive of all of the duties and responsibilities required or associated with this position. Accordingly, management reserves the right to add/change the position requirements from time to time as Agency conditions dictate.*

**CONTACTS & COMMUNICATION:**

**Internal:** Board of Health, Department Directors, Program Managers, MOH/AMOH, Clinic Dentists, Oral Health Team, government ministries as required.

**External:** Local Oral Health Care Providers, health care agencies & coalitions, interest group organizations, health care professionals e.g., Hospitals, Children’s Aid Societies, and other agencies as required. Muskoka Simcoe Dental Society, Ministry of Health Promotion, Faculty of Dentistry, University of Toronto, Health Canada, Office of the Chief Dental Officer of Canada, Ontario Association of Public Health Dentistry, Ontario Dental Association, Canadian Association of Public Health Dentistry, Canadian Dental Association, Royal College of Dental Surgeons of Ontario, Royal College of Dentists of Canada, etc.

**Staff:** Indirect supervision of clinic staff

**Financial:** Knowledge of dental fee guides for publicly funded programs.

**Information:** Prepares formal reports/presentations/procedures involving detailed information and recommendations for actions as required.

**Materials:** Determines and recommends the selection & purchasing of program materials. Recommend newly developed resources for program use. May oversee storage & inventory.

**Equipment:** Determine and recommend service or replacement of equipment used in providing dental services.

**EFFORT REQUIRED:**

**Mental:**

- Considerable attention to detail/audio concentration while performing procedures.
- Considerable attention to detail/visual concentration for computer/keyboarding, reading/critiquing materials, diagnosing radiographs and data analysis. Deadlines related to program requirements, timely responses.
- High volume of work and occasional interruptions.
- Limited analysis related to data, reports for program planning & evaluation purposes, interpretation of health status information.
- Priorities shift often due to juggling workload and client requests related to demands of the practice.
- Limited negotiation, conflict and crisis management related to team functioning and collaborations with other agencies.

**EFFORT REQUIRED Continued:**

**Physical:**

- Considerable sitting for performance of duties.
- Considerable manual dexterity for dental procedures

**WORKING CONDITIONS SPECIFIC TO POSITION:**

- Standard dental office within our public health offices and potentially, at other locations within Simcoe County and the District of Muskoka.
- Moderate exposure to health or safety hazards i.e., community acquired infections, potential for needle stick injuries, and unpredictable client behaviors.
- Moderate exposure to adverse conditions i.e., noise, temperature (hot, cold), and odors.
- Standard hours as negotiated.

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Position Approvals:*

**VICE PRESIDENT’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Clinical Service Department

**POSITION HISTORY:**

October 2022 – minor wording revisions and updates prior to job posting.

