

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Director of Dental Clinic and Residency Program			<i>Approval Date:</i> July 31, 2009
<i>Level:</i> ADM06	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0609	<i>Approved by:</i> College President

GENERAL DESCRIPTION

Responsible for providing leadership and managerial oversight of the physical resources and patient care for the Hillsborough Community College Dental Clinic and Residency Program. Assures that the standards necessary for clinic accreditation and approval are maintained. Assists in implementing all clinical education in the clinic of the dental programs and supervises dental hygiene and dental assisting students while practicing in the clinic. Explore ways to generate revenue and increase patient care.

GENERAL DESCRIPTION		% OF TIME
1.*	Provide operative and restorative dentistry as needed to help maintain the dental programs and optimize revenue streams.	20%
2.*	Re-establish, administer, and maintain the Dental Clinic's American Dental Association (ADA) Commission on Dental Accreditation (CODA)-accredited Advanced Education in General Dentistry Dental Residency Program.	15%
3.*	Supervise dental care, medication, radiographs, dental residents, dentists, dental assistants, and dental assistant/dental hygiene students in lab and clinical environments.	15%
4.	Assure maintenance of records necessary for program and clinic accreditation.	5%
5.*	Participate in assessment, planning, implementation and evaluation activities to improve instructional quality of the clinical programs.	5%
6.	Maintain professional certifications and serve as resource to the dental community.	5%
7.	Supervise/conduct various aspects of equipment maintenance and repair.	5%
8.*	Review, critique and evaluate radiographs for dental residents and students, especially pathology consultation.	5%
9.*	Supervise and maintain the clinic staff and assure smooth clinic function.	10%
10.*	Collaborate with dental programs personnel in curricula revisions/updates.	5%
11.	Manages emergency medical procedures when necessary.	5%
12.	Monitors safety practices and infection control standards in the dental clinic.	5%
13.	Perform other similar and related duties.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	Graduate of an accredited dental program (DDS or DMD) and Advanced Education in General Residency (AEGD) or General Practice Residency (GPR) Program. Licensed to practice dentistry in the State of Florida.	
Experience:	3 to 5 years as a clinical dentist.	
Planning:	Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures, and/or revenues. Scope of planning is the dental clinic and residency program.	
Impact on Budget:	Has strong but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may support contribution on the methods used to generate revenues.	
Impact of Actions / Decisions:	Major responsibility for making decisions and final recommendations which routinely affect the activities of the dental clinic.	
Complexity:	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Problem solving involves identification and analysis of diverse issues.	
Decision Making:	Supervision is present to review established clinic policies and procedures. Independent judgment is required to recommend new dental clinic objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
Problem Solving:	Involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
Communications with Others:	Requires regular internal and external contacts to carry out dental clinic and dental programs and to explain specialized matters. Requires regular communication with dental program faculty and officials at higher levels on matters requiring cooperation, explanation and persuasion. Ability to effectively communicate with students, peers, supervisors and community required.	
Supervision of Others:	Supervision of dental students in the clinic. Nature of work requires supervisory training and experience. Makes recommendations within the clinic in areas of staff selection, disciplinary action, complaints, staff performance appraisals, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. Nature of work supervised is primarily technically oriented or complex, includes administrative responsibilities and requires comprehensive knowledge of unit(s) or divisional activities, procedures, practices and applicable regulations.	
Job-Related Knowledge:	Advanced professional skills requiring current knowledge, expertise, and abilities related to dentistry, dental assisting and dental hygiene. Ability to adapt and to apply knowledge and skills consistent with instruction. Must be a Florida licensed dentist and able to prescribe medications.	
Innovation/ Creativity:	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several programs. Provides direct training to subordinates on a regular and timely basis.	
Working Conditions/ Physical Effort:	Work requires minor physical exertion and strain consistent with the performance of dental hygiene supervision and director responsibilities. Employee occasionally will be called upon to work with limited light settings and/or hazardous chemicals. Occupational exposure to blood and/or body fluids, diagnostic radiation and radiography chemicals.	