

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(HEALTHY FAMILIES DIVISION – DENTAL SERVICES - LOCATION – 110 KING ST. W., 3rd FLOOR)

CLINICAL DENTIST

SUMMARY OF DUTIES

Reporting to the Supervisor, Dental Clinic Services, provides comprehensive, ongoing, clinical dental care to children, adolescents, and adults attending dental clinics operated by Public Health Services. Provides direction to Clinical Staff to ensure maximum efficiency and quality and accuracy of work.

GENERAL DUTIES

Perform clinical dentistry by providing dental diagnostic, preventive and clinical care to standards currently accepted by the dental profession. In particular, the dentist must be sensitive to the needs of the designated target population and the care they require.

Perform all phases of general dentistry including diagnostic, preventive and restorative services, oral surgery, periodontics, prosthodontics (fixed and removable), and endodontics.

Apply proper professional and clinical procedures at the clinic to ensure maximum efficiency and quality of service.

Develop work methods, standards, and procedures for Dental Clinics.

Assume delegated responsibility for the daily operation of the assigned clinic by providing direction to staff, directing the patient flow, and maintaining records.

Provide advice, guidance, instruction, and direction to Clinic Staff.

Provide input to Dental Supervisor on staff's performance.

Maintain knowledge of and comply with all legislation pertaining to the practice of dentistry in compliance with the Royal College of Dental Surgeons of Ontario.

Maintain knowledge and comply all policies and procedures of Public Health Services.

Liaise with the Dental Supervisor and other health unit staff to ensure dental standards and procedures are up-to-date, efficient and effective.

Participate in dental continuing education and professional development programs to ensure up-to-date knowledge, standards, and clinical skills.

Responsible (either solely or with other dentists in an assigned clinic) for the efficient and professional operation of that dental clinic according to Public Health policies.

Practice in any clinic or location assigned with any dental auxiliary staff assigned.

Provide training to staff and other health professionals as required.

Ensure that the necessary IPAC procedures are followed in the clinic.

Prepare and submit dental statistical reports and maintain patient records.

Ensure day sheets and accounting sheets are balanced. Ensure statistical records are accurate by reflecting daily work schedules.

Counsel patients, families or caregivers regarding patient's dental findings, necessary treatment, and daily oral hygiene care.

Refer patients to other dental facilities when necessary.

Keep abreast of current issues and technical advances in the field of dentistry and Public Health.

Use the appropriate equipment, material and/or procedures required to perform the assigned duties. Perform work in accordance with applicable Health and Safety legislation, IPAC guidelines, and all City of Hamilton corporate and departmental policies and procedures. Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies, and procedures.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Doctor of Dental Surgery degree from a Canadian Dental School or an equivalent degree recognized by the Royal College of Dental Surgeons of Ontario. Must be a member in good standing with the Royal College of Surgeons of Ontario
2. Knowledge of current clinical techniques and procedures.
3. Eligible to practice clinical dentistry in Ontario.
4. Demonstrated ability to direct staff and patients to ensure maximum efficiency and quality of service.
5. Demonstrated ability working with children, youth and adults.
6. Good interpersonal skills and demonstrated ability to communicate effectively orally and in writing with management, peers, staff, clients and the general public.
7. Knowledge of dental practice legislation and IPAC guidelines.
8. Possess a holistic clinical outlook.
9. Knowledge of Public Health dental programs.
10. Demonstrated ability to work cooperatively with staff, clients and parents in a community clinic.
11. Postgraduate training or experience working in a Public Health environment would be an asset.
12. Current CPR Certification.
13. Ability to speak other languages would be an asset.
14. Must be flexible in work schedules to work shifts and/or staggered hours.
15. Demonstrated knowledge of the Health and Safety Act, IPAC guidelines, and applicable regulations as it relates to the position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
