



## Career Service Authority

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### Dentist

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs preventive and restorative dental work, which includes examining, diagnosing and treating patients.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

This class performs preventive and restorative dental work, which includes examining, diagnosing and treating patients. This class is distinguished from the Public Health Dentist, which performs professional dental work and clinical direction in the operation of the dental clinic in a Neighborhood Health Center.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

##### **General Supervision**

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

No supervisory responsibility.

**ESSENTIAL DUTIES**

Performs professional dental care, which includes visual examination of patient's oral cavity, analyzing results of x-rays and other diagnostic procedures.

Prepares charts of mouth and teeth and determines the most feasible plan for treatment.

Administers appropriate local anesthetic, prepares cavities and fills with appropriate dental material.

Extracts impacted, infected, or otherwise diseased or troublesome teeth or perform root canal if more appropriate.

Determines the need for prepares patient and creates appropriate dental prostheses.

Educates patients regarding preventive dentistry and oral hygiene. Treats diseases of teeth, gum and mouth with appropriate medication.

Maintains charts and treatment plans and completes required reports.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending in-service meetings and workshops.

Provides work instructions to assistants and/or support staff.

Attends meetings as required.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Medicine and Dentistry** - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

**Psychology** - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Self-Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Stress Tolerance** - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Memory** - Recalls information that has been presented previously.

**Decision Making** - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Customer Service** - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Education and Training** - Knowledge of teaching, training, research, making presentations, lecturing, testing, and other instructional methods.

**Teaching Others** - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot Coordination: Performing work through using two or more  
Feeling: Perceiving attributes of objects by means of skin receptors  
Fingering: Picking, pinching or otherwise working with fingers  
Handling: Seizing, holding, grasping or otherwise working with hand(s)  
Hearing: Perceiving the nature of sounds by the ear  
Repetitive Motions: Making frequent movements with a part of the body  
Sitting: Remaining in the normal seated position  
Stooping: Bending the body by bending the spine at the waist  
Talking: Expressing or exchanging ideas by means of spoken words

**Working Environment:**

Contact with patients under wide variety of circumstances  
Exposed to a variety of Electro-mechanical hazards  
Exposed to hazardous anesthetic agents, body fluids and wastes  
Exposed to hazards from electrical/mechanical/power equipment  
Exposed to hazards of handling diseased organs and tissues  
Exposed to infection from disease-bearing specimens  
Exposed to infections and contagious disease  
Exposed to odorous chemicals and specimens  
Exposed to odors in kitchen and/or patient areas  
Exposed to patient elements  
Exposed to risk of blood borne diseases  
Exposed to unpleasant elements (accidents, injuries and illness)  
Exposure to hazardous chemicals  
Exposure to toxic chemicals  
Handles emergency or crisis situations  
Occasional exposure to unpleasant patient or unit elements  
Occasional pressure due to multiple calls and inquiries  
Occasionally exposed to radiation hazards  
Requires judgment/action which could result in death of patient  
Subject to burns and cuts  
Subject to electrical and radiant energy hazards  
Subject to hazards of flammable, explosive gases  
Subject to injury from moving parts of equipment  
Subject to many interruptions  
Subject to varying and unpredictable situations

**Education Requirement:**

Graduation from an approved school of dentistry

***Experience Requirement:***

None

***Education/Experience Equivalency:***

None

***Licensure and/or Certification:***

Possession of a license to practice dentistry in the State of Colorado at the time of application

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Jean Canfield

***REVISED DATE:*** 06/28/2009

***REVISED BY:*** Blair Malloy

***CLASS HISTORY*** 6/2009- This class was revised into new format and added competencies.