

EDITED TASK LISTING

CLASS: CHIEF DENTIST, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Manages professional dental care staff (Dentists, Dental Assistants, and Dental Laboratory Technicians) and contractors in the delivery of dental care to provide information, direction, training, implement the dental scope of services, and ensure compliance with various laws, rules, regulations, court mandates, policies, procedures, etc. utilizing various resources (e.g. laws, rules, regulations (e.g. California Occupational Safety Health Act (Cal-OSHA), Americans with Disabilities Act (ADA), Center for Disease Control and Prevention (CDCP) policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, Equal Employment Opportunity (EEO), etc.) California Department of Corrections (CDC) policies, procedures, etc. on a daily basis.
2.	Supervises inmate workers assigned to the dental program in the performance of daily activities to provide information, direction, training, ensure confidentiality of patient care, to maintain the security of work areas and materials, to prevent escape or injury by inmates to themselves, others, or to property and to ensure compliance with job descriptions, laws, rules, regulations, court mandates, policies, procedures, etc. utilizing various resources (e.g., laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, SB 198, Dental Practice Act, EEO, etc.), CDC policies, procedures, interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) on a daily basis.
3.	Maintains order, instructs, and supervises inmate patients during the delivery of dental care to ensure the efficiency and effectiveness of treatment, to maintain security of work areas and materials, to prevent escape or injury by inmates to themselves, others, or to property and to ensure compliance with various laws, rules, regulations, court mandates, policies, procedures, etc. utilizing various resources (e.g., laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, EEO, etc.), CDC policies, procedures, interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) on a daily basis.
4.	Plans and organizes the dental program of an institution to ensure the effective and efficient delivery of the dental scope of services and to ensure compliance not unlike community standards with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, EEO, etc.), CDC policies, procedures, etc. utilizing various resources (e.g., laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, EEO, etc.), CDC policies, procedures, available staff, budgetary constraints, facility limitations, etc.) as required.

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5.	Oversees the delivery of dental care (e.g. oral examinations, treatment planning, prophylaxis, restorations, oral surgery and other procedures, oral disease and injury treatment, preventative treatments, dental prostheses, etc.) to inmate patients, to ensure the appropriate, effective and efficient delivery of the dental scope of services and to ensure compliance not unlike community standards with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various resources (e.g., laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc.) on a daily basis.
6.	Performs examinations on inmate patients for quality management processes and when appropriate, treatment on an emergency basis to ensure the effective and efficient delivery of the dental scope of services and to ensure compliance not unlike community standards with various laws, rules, regulations (e.g. Cal-OSHA, ADACDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various resources (e.g., laws, rules, regulations (e.g. ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc.).
7.	Prepares various written documents (e.g. records (tool control, sterilization, etc.), reports (Wardens inquiry, monthly/quarterly work production, attendance rainbow sheet, etc.) forms (Supply Requisition, 998, Equipment requests, etc.), logs (refrigerator temperature, spore test, etc.), contracts (oral surgery services, equipment repair, registries, etc.), correspondence, policies (e.g. Infection Control), procedures, performance evaluations, etc.) to provide information, direction to others, and to ensure compliance not unlike community standards with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, departmental staff (e.g. Return to Work Coordinators, Employee Relation Officer, Associate Wardens, etc.), communication skills, computer equipment, etc.) as required.
8.	Reviews and/or approves various written documents (e.g. records (e.g. Unit Health Record (UHR), tool control, etc.), reports (x-ray monitor, Wardens inquiry, monthly/quarterly work production, attendance rainbow sheet, etc.) and forms (e.g. Supply Requisitions (Form 5), Equipment requests (Schedule 9), etc.) to ensure proper completion, the effective and efficient delivery of the dental scope of services, to ensure Quality Management objectives are met and compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, California Department of Radiation Safety, etc.), CDC policies, procedures, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, etc.) on a daily basis.

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9.	Maintains various records, reports, logs (refrigerator temperature, spore test, etc.), and contracts (oral surgery services, equipment repair, registries, etc.), for policy justifications, performance evaluations, litigation, documentation, reference material, etc., the appropriate delivery of dental care, and to ensure compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, California Department of Radiation Safety, etc.), CDC policies, procedures, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, computer equipment, etc.) on a daily basis.
10.	Consults with departmental staff (e.g. Chief Dentists, Legal Affairs, etc.) and other entities (e.g. Clinical Specialists, Dental Board of California, Dental Schools, Attorney General, etc.) on selected subjects involving the appropriate delivery of dental care, administrative issues, and to ensure compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various utilizing various resources (e.g. laws, rules, regulations, policies, procedures, knowledge, communication skills, computer equipment, etc.) as required.
11.	Participates in the development of the dental program portion of the Institution's Health Care Services budget to provide information, knowledge and to ensure compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various utilizing various resources (e.g. laws, rules, regulations, policies, procedures, knowledge, communication skills, etc.) as required.
12.	Oversees staff in the inventory of instruments, supplies, personal protective equipment, chemicals, etc. to ensure appropriate levels are kept, the safety and security of others, to ensure the appropriate delivery of dental care and compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, knowledge, communication skills, etc.) as required.
13.	Oversees the maintenance and/or preventive maintenance of equipment (e.g. sterilizers, hand pieces, dental operatories, x-ray, etc.) to ensure proper operation, cost savings, the safety and security of others, to ensure the appropriate delivery of dental care and compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, knowledge, communication skills, etc.) as required.

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14.	Contacts dental service contractors to schedule repair of equipment, oral surgery services, obtain temporary services through the registries, to ensure proper operation of equipment, cost savings, the safety and security of others, to ensure the appropriate delivery of dental care and compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, knowledge, communication skills, etc.) as required.
15.	Coordinates with other health care/institutional management on mutual concerns to ensure the safety and security of others, the appropriate delivery of dental care, compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc., implement the Mission of the Department and local institutional goals and objectives, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, knowledge, communication skills, etc.) as required.
16.	Oversees the Inmate Co-pay program (dental and medical services) and dental appliance charges to ensure compliance with various laws, rules, regulations, CDC policies, procedures, etc., utilizing various laws, rules, regulations, CDC policies, procedures, etc., on a daily basis.
17.	Participates in various committees, task force, assignments, meetings (e.g. the Wardens Executive Staff, Chief Dentist, local Institutional Safety, departmental staff, Health Care Services Division, etc.) to contribute knowledge, expertise, to provide and/or obtain information, options, recommendations, etc. and to ensure compliance with various laws, rules, regulations, (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc., utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc. as required.
18.	Acts in the absence of the Health Care Services Manager to ensure the continued efficient administrative operation of the local Health Care Services Department utilizing various resources (e.g. laws, rules, regulations, (e.g. Cal-OSHA, ADA, CDCP policies, appropriate Practice Acts and scopes of services, etc.), CDC policies, procedures, knowledge, communication skills etc.) as required.
19.	Responds to inmate appeals to provide information and ensure compliance with various law, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) as required.

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20.	Reviews inmate appeals to provide information and ensure compliance with various law, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc. utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) as required.
21.	Develops policies and procedures to ensure the appropriate delivery of dental care, the effective patient management, the appropriate personnel management practices, the safety and security measures, and consistency and conformity with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc.), utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) as needed.
22.	Convenes, conducts and/or facilitates staff conferences, meetings, In-Service Training, etc. to provide information and to ensure the appropriate delivery of dental care, effective patient management, appropriate personnel management practices, proper implementation of the dental scope of services, safety and security measures, and consistency and conformity with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc.), utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) as needed.
23.	Facilitates the hiring process by developing hiring questions, selecting panel members/locations, conducting interviews, evaluating and recommending candidates for appointment utilizing various resources (e.g. methods of filling vacancies, laws, rules, regulations, policies, procedures, knowledge, communications skills, etc.) as needed.
24.	Initiates and/or participates in the Progressive Disciplinary Process to correct/improve employee performance/behavior or address issues of substandard performance utilizing various resources (e.g. collective bargaining contracts/agreements, communication skills, training, performance evaluations, documentation, policies, procedures, laws, rules, regulations, etc.) as needed.
25.	Implements Quality Assurance Programs to ensure appropriate, efficient and consistent delivery of dental care and compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDC policies, procedures, etc., utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) as needed.
26.	Communicates in a professional and effective manner and deal with confidential, sensitive, and multidisciplinary issues with others utilizing tact, interpersonal skills, etc., and to establish and maintain effective working relationships in all situations.

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27.	Oversees the training and development of staff by assessing and identifying training needs and coordinating schedules to ensure all training requirements are met, to aid in professional development and to achieve operational efficiency by utilizing in/out service training programs, training records, audit tools, expertise, collective bargaining contracts/agreements, policies, procedures, etc. as needed.
28.	Promote the department's EEO program in the hiring process and maintain a work environment that is free of discrimination and harassment utilizing various resources (e.g. training, laws, rules, regulations, policies, procedures, etc.) on a daily basis.
29.	Evaluates and provides oral/written performance feedback to staff to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments, training and behaviors as required by the State Personnel Board on a daily basis.