

## ASSISTANT CHIEF OF SECTION (DENTISTRY)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, incumbents of this class are responsible for providing professional dental services to patients. Responsibility also involves the administration and coordination of a comprehensive Dentistry Program, and also providing formal instruction to dental residents and paraprofessional staff and students in the fundamentals and techniques used in the field of Dentistry. Supervision may be exercised over a number of professional and paraprofessional staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and delivers dental services to patients at the WCMC or Ruth Taylor Institute;

Reviews and coordinates the work of the support staff assigned to the Dentistry Division;

Plans, supervises and gives detailed instructions to resident physicians and interns assigned to the service;

Participates in formal clinical conferences, rounds, and teaching lectures;

Provides, on request, appropriate consultation to other services' including close liaison with other medical and support services of the hospital and RTI;

Carries out policies and recommendations for coordinated services as they concern the care and referral of patients;

Supervises and personally gives instructions to students from other disciplines assigned to the Dentistry Division;

Supervises the maintenance of detailed patient records and reports related to dental treatments;

Makes recommendations for improvements to the patient care and teaching programs;

Performs related administrative functions such as scheduling and preparing budget requests for supplies and equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of Dentistry; good knowledge of hospital operations; familiarity with the methodology used in medical training; familiarity with the inter-relationships among the many disciplines employed in a hospital; ability to deal effectively with medical personnel, referring physicians and other health care professionals; understanding of the role of a public hospital in medical services to a community; leadership; professional and personal integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, in dentistry.