

ASSOCIATE DIRECTOR OF DIVISION (DENTISTRY)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Director of Dentistry, shares in the direction of a hospital dental service in the Dental Division of the Department of Hospitals in all phases of the work, including direction of the care of patients, the teaching and supervision of dentist residents and interns assigned to the service, and the administration of the Division. In the absence of the Director, full charge is assumed. Supervision is exercised over a substantial number of voluntary staff, as well as a number of residents and interns. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the planning and supervising dental work of patients in clinics, wards, and operating room;

Assists in the organizing, directing and coordinating the work of the voluntary attending staff;

Assists in planning, supervising or personally instructing dental residents and interns;

Assists in providing consultation for other services;

Assists in carrying out policies of the Medical Board as they concern the care of dental patients;

Assists in recruiting of dental house staff;

Assists in planning personnel and general budget and other administrative functions;

Assists in training and supervision of dental hygienist and dental assistants;

Makes recommendations to the Director of Dentistry for improvement of patient care and teaching programs of dental service.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the field of dentistry; good knowledge of hospital operations; comprehensive knowledge of methodology used in dental training; ability to assist in planning and executing a teaching program; ability to assist in dealing effectively in professional matters with university personnel, other hospitals and physicians in private practice; ability to present instructions clearly, logically and concisely; understanding of the hospital's role in the community; leadership; integrity; good health; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, to practice dentistry and either (a) completion of a Master's Degree* in Public Health or a related health care field and three years of general private or hospital dental practice; or (b) five years of the above stated general experience, two of which must have been in an administrative capacity; or (c) seven years of the above stated general experience.

SPECIAL REQUIREMENTS: Certified by or eligible for certification by the American Dental Association's accepted specialty boards in prosthodontics or oral surgery.

SUBSTITUTIONS: Completion of an approved internship or residency may be substituted on a year for year basis for up to three years of the required general experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.