

DIRECTOR OF DENTISTRY

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Medical Director - Westchester County Medical Center and the Associate Director, is responsible for the work of the Dental Division of the Hospital including directing the care of patients and teaching, and supervising the resident dentists and interns assigned to the Division and the administrative responsibilities of the division. 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)

Plans and supervises the dental work of patients;

Organizes, directs and coordinates the work of the voluntary attending staff;

Plans and supervises or gives personally detailed instructions to dental residents and interns assigned to the service;

Provides consultation for other services;

Carries out policies of the Medical Board as they concern the care of dental patients;

Makes recommendations to the Hospital Director for improvement of patient care and teaching programs of dental service;

Recruits and makes recommendations to the Hospital Director and Medical Board for appointments to the dental house staff;

Is responsible for planning personnel and general budget and other administrative functions;

Is responsible for the Hospital's interest in coordinating the affiliation program with Columbia University's School of Dental and Oral Surgery;

Trains and supervises dental hygienist and dental assistants.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of dentistry; thorough knowledge of hospital operations; thorough knowledge of methodology used in dental training; good knowledge of the inter-relationships among the many disciplines employed in the hospital; ability to plan and execute a teaching program; ability to present instruction in a clear, logical, and concise manner; ability to deal effectively in professional matters with university personnel, other hospitals, and physicians in private practice; understanding of the roll of a public hospital in medical services to a community; leadership; professional and personal integrity; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, in dentistry and five years of private or hospital dental practice, three years of which may be replaced by approved internship and residency training.

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