

DIRECTOR OF DIVISION (DENTISTRY)

GENERAL STATEMENT OF DUTIES: Directs the Dentistry Division of the Westchester County Medical Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Medical Director - Hospital, an incumbent of this position is responsible for the work of the Dentistry Division of the Hospital in all its phases; including directing the care of patients and teaching, and supervising the resident physicians and interns assigned to the Dentistry Service and the administrative responsibilities of the division. Supervision is exercised over a number of voluntary and paid attending and staff physicians as well as a number of interns and residents.

EXAMPLES OF WORK: (Illustrative Only)

Plans and supervises the dental work in the diagnosis and care of a large number of patients on the wards, clinics, emergency room, etc.;

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

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

Provides, on request, appropriate consultation for other services;

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

Recruits and makes recommendations of the Medical Director and Medical Board for the appointment of attending and resident staff for the dentistry service;

Assigns physicians to the various wards and clinics of the division and its subspecialties;

Supervises the medical records of the division;

Submits reports regarding the division's activities to agencies and the director of the hospital;

Responsible for planning personnel and general budget and other administrative functions.

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: Graduation from an approved school, one year of approved internship, four years of an approved residency in general dentistry and six additional years of dental practice, academic training, or academic instruction (or a combination thereof).

SPECIAL REQUIREMENT: Must be licensed to practice Dentistry in New York State.