Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at anytime at the sole discretion of the Employer.

Position Title: Associate Dentist
Classification: Exempt, Regular, “At Will” Work Status
Effective Date: ___________
Reports To: Practice Dentist
Location: ____________________

Working Conditions/Physical Requirements:

- Standing 90%
- Sitting 10%
- Moderate noise levels from dental and other Lab equipment.
- Medical, office, and lab setting.
- Frequent bending, twisting, and position changes in order to examine and service patients.
- Exceptional hand eye coordination and control in order to use dental implements for exams, and treatment of patients.
- Frequent client and interoffice personnel interaction as this position primarily services patients and is heavily dependent on excellent patient interaction and satisfaction.
- Near Vision - The ability to see details at close range (within a few feet of the observer) as required for exams, x-ray reviews, and the treatment of patient mouth, teeth, and gums.

Position Summary: Under indirect supervision or independently, the Associate Dentist diagnoses and treats problems with patient teeth and tissues of the mouth along with providing patient guidance to prevent future oral problems. The Associate Dentist designs treatment options for patients with other support personnel and serves as expert in preparing dental plans. This position must provide patient and practice support services; including, but not limited to, personal assistance, medical attention, and emotional support.

Essential Functions:

- Examine patient mouths for diagnosis of oral health, training, and treatment needs;
- Provide treatment in accordance with standards of care, to include but not limited to:
  - Visual exams
  - X-ray reviews
  - Removing tooth decay
  - Filling cavities
  - Applying sealants
  - Administering anesthetics
  - Repair of fractured teeth
  - Tooth extractions
  - Corrective surgery to patient gums and bones for gum diseases
  - Prepare and measure to create models to fit and finish composite/amalgam restorations.
  - Replace teeth
  - Write prescriptions for antibiotics and pain, as necessary
General oral care

- Refers to specialists, as needed
- Manage asepsis, infection, using and maintaining hazard control protocols as established by OSHA and office standards.
- Must always represent the practice in a professional, pleasant, and cooperative manner.
- Must maintain regular, consistent and punctual attendance in accordance with assigned schedule and time off policies.
- Must be able to comfortably and efficiently handle multiple deadlines and task assignments.
- Must be able to work both independently and cooperatively in team settings.
- Occasionally there may be some travel, by car or plane, required in order for you to participate in continuing education or seminars.
- Other duties and tasks, as assigned periodically.

Success Factors:

- Always maintain the highest level of confidentiality to HIPAA standards.
- Adhere to strict safety guidelines and procedures to OSHA and office standards.
- Must be comfortable seeing and able to maintain a professional demeanor and attitude while working around blood and smells that may be unpleasant.
- Must be detail oriented in order to work efficiently in small spaces and maintain patient comfort and satisfaction.
- Must meet all assigned production goals without sacrificing patient comfort or satisfaction.
- You must be flexible and understand that your job duties may change from time to time and that you may be asked to “help out” in other areas of the office or lab.
- Must excel in forward thinking in order to anticipate the needs of patients, as well as, guiding assistants during exams and treatments.
- Must demonstrate active listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Must demonstrate good reading comprehension - Understanding written sentences and paragraphs in work related documents.
- Must demonstrate excellent communication skills - Talking to others to convey information effectively, provide patient education, and respond to patient questions simply and effectively.
- Equipment Maintenance - Performing routine maintenance on dental equipment to maintain and adjust, as necessary.

Experience and Education:

- Bachelors of Science Degree.
- Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DDM.)
- Current Licensure and good standing with American Dental Association (ADA.)
Acknowledgement of Receipt by Employee:

__________________________________________
Printed Name                                               Signature

Date Received: __________________________________________