

STATE OF CALIFORNIA

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
DIVISION OF HEALTH CARE SERVICES**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT Division of Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Inmate Dental Services Program		CLASSIFICATION TITLE Dentist, Correctional Facility				
		WORKING TITLE				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP SE	CBID R16	TENURE	TIME BASE
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE CCHCS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE CCHCS' MISSION.						
<b>PRIMARY DOMAIN:</b>						
Under the supervision of the Supervising Dentist, Correctional Facility (CF), the Dentist (DDS), CF is responsible for the delivery of dental care, including preventive care, to patients at a State correctional facility. The DDS, CF participates in performance management activities to continuously improve the Inmate Dental Services Program (IDSP). The DDS, CF, may delegate appropriate levels of responsibility to the Supervising Dental Assistant, CF, Dental Assistant, CF, and Dental Hygienist, CF and is responsible for the quality of their work. The DDS, CF maintains order and supervises the conduct of inmates and protects and maintains the safety of persons and property.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
<b>ESSENTIAL FUNCTIONS</b>						
<b>70%</b>	Examines, diagnoses, and treats dental disease using accepted standards in oral surgery, operative, endodontic, periodontic, and prosthodontic dentistry. Develops and manages dental treatment plans in compliance with the IDSP Policies and Procedures (P&P), and the Local Operating Procedures (LOP) for dental services rendered at the institution. Implements clinical decisions in an effective, safe, and timely manner and performs dentistry using current concepts of four-handed dentistry. Utilizes standardized procedures for basic dental delivery and provides dental services to inmates in accordance with the IDSP P&P.					
<b>15%</b>	Reports, records, prepares, submits, and maintains statistical data on all dental treatment rendered. Maintains dental logs and makes entries in the appropriate section(s) of the Unit Health Record. Administers stock medications; generates prescriptions, and orders radiographs and prosthetic treatment. Generates CDC 128 C, CDC 115, Rules Violation Report Worksheet, and lay-ins as needed. Responds to inmate appeals relating to dental care, responds to formal and informal inquiries relating to dental care, and completes other forms and records.					
<b>10%</b>	Oversees needle and sharps control, tool control, infection control, adherence to hazardous waste					

5%	<p>policies and procedures, and the maintenance of a tool control inventory. Ensures that dental instruments are cleaned, bagged and sterilized, and that all instruments and tools are stored for safety, security, and accountability in accordance with the LOP or the Department Operations Manual. Adheres to dental radiography and film processing mandates and regulations. Keeps abreast of, and in compliance with, all Occupational Safety and Health Administration, Dental Board of California, and other federal, State, county, and city requirements affecting the delivery of dental care. Participates in performance management system activities to improve dental services. Serves on committees, subcommittees, and Quality Improvement Teams. Facilitates data collection and analysis, self-audit efforts, and Program Support Team reviews to identify opportunities for improvement. Assists in the development of Quality Improvement Plans. Clinically supervises auxiliary and ancillary staff assigned to the Dental Clinic and provides input, if called upon, for the auxiliary and ancillary staff performance appraisals. Participates in dental staff, Dental Authorization Review Committee, Dental Subcommittee, and Professional Practice Program activities such as Peer Review meetings.</p> <p>Performs other related duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b>  <i>Knowledge of:</i> Modern methods and principles of general dentistry and dental surgery including its preventive aspects and skill in their application; and oral hygiene and prevention and treatment of diseases of the mouth.</p> <p><i>Ability to:</i> Prescribe and fit dental prostheses; analyze situations accurately and take effective action; and maintain working relationships with health care professionals and others.</p> <p><b>LICENSURE REQUIREMENT</b>  The possession of the legal requirements for the practice of dentistry in California as determined by the California Board of Dental Examiners.</p> <p><b>DESIRABLE QUALIFICATIONS</b>  Drug Enforcement Administration Controlled Substance Registration certificate.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b>  Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Person must be able to meet the physical demands associated with the position. The requirements would include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Lift and carry occasionally to frequently, up to 20 pounds.</li> <li>• Sit and stand occasionally to frequently.</li> <li>• Stoop, bend, kneel, reach, squat, climb, crawl, twist and stretch, occasionally to frequently.</li> <li>• Ability to perform during stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmate.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b>  Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; tact; patience; emotional stability; alertness; and keenness of observation.</p>
SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>	

STATE OF CALIFORNIA

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
DIVISION OF HEALTH CARE SERVICES

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
<b>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</b>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE