

York County Community Action Corp.

Nasson Health Care Dental Program Director

Job Description

REPORTS TO: Director of Health Services

STATUS: Exempt; Full time

PAY GRADE: Unclassified

PURPOSE:

The dental program director works collaboratively with a team of health professionals to provide comprehensive primary medical, dental and behavioral health care to patients while utilizing the Patient-Centered Medical Home model of care delivery.

RESPONSIBILITIES:

Delivery of Dental Services:

1. Provides direct clinical services in accordance with the highest standards of dentistry practice and in full accordance with health center policies and protocols.
2. As appropriate, engages in screening, assessment, diagnosis, treatment, and self-care planning for individuals referred for dental services.
3. Collaborates with members of the practice team to manage the care of patients with high-risk and complex conditions; embraces and carries out elements of the integrated care model adopted by YCCAC/Nasson.
4. Assures access for continuity of care through appropriate referrals for sub-specialty and inpatient services.
5. Engages population health strategies to identify and address health needs among various segments of the patient population.
6. Completes charting after each visit and assures that patients receive accurate visit summaries at check-out.
7. Makes optimal use of the electronic dental and medical record systems; assures clear communication with other providers serving the same patient, accurate submission of diagnostic and procedural information for billing and reporting purposes and consistent capture of structured data to support panel management and quality assurance efforts.
8. Fully embraces and carries out all applicable NCQA Patient Centered Medical Home standards and Federally Qualified Health Center requirements.
9. Collaborates with other members of the practice team to prepare for patients' office visits and assure that all indicated services are planned and delivered.
10. Actively engages in ongoing panel management activities; routinely scans patient records for gaps in care and takes steps to assure that appointments are scheduled and all indicated services are delivered.
11. Actively participates in quality assurance and improvement activities.
12. Consistently achieves productivity targets.
13. Maintains licensure and participates in continuing educational activities sufficient to maintain required breadth of knowledge regarding the current standard of practice for dental care and specifically for the populations served by YCCAC/Nasson.

14. Complies with all applicable federal, state, local and YCCAC/Nasson statutes, regulations, rules, protocols and procedures governing the practice of dental care, personnel issues, work place safety, public health and confidentiality.
15. Displays a professional manner and image when representing YCCAC/Nasson to patients, professional colleagues and the community.
16. Demonstrates the ability to prioritize and perform multiple functions.
17. Performs other duties as assigned, or as necessary to fulfill the position.

Dental Program Director/Supervision:

1. Provides clinical oversight for dental clinicians.
2. Serves as a resource for consultation and referral for all YCCAC/Nasson clinical staff.
3. Collaborates in the development and periodic review of written clinical policies, guidelines and protocols for the functioning of the health center and responsibilities of the clinicians.
4. Consults and participates in the training and educating of YCCAC/Nasson staff.
5. Assures a high standard of clinical care by overseeing the dental staff peer review process.
6. Carries out the annual performance reviews of dental program staff.
7. Provides formal orientation to new dental program staff.
8. Actively participates in YCCAC/Nasson's QI/QA and Compliance Committees and administrative council.
9. Utilizes the QI/QA and Compliance Programs to effect changes in policies and procedures to assure quality care is provided to patients and compliance goals are met.
10. Assures patients' bill of rights, patient right to self-determination, and privacy and confidentiality policies are consistently applied.
11. Assures clinical services meet program requirements to maintain FQHC status.
12. Assists and actively participates in the development of clinical staff structure and recruitment processes.
13. Participates in all staff, management and board of directors meetings as requested or necessary.
14. Participates in utilization and risk management processes.
15. Promotes provider support for adherence with Federal and State compliance requirements for FQHC status, attainment of productivity targets and claim preparation for third party reimbursement.
16. Promotes provider support for all program initiatives, including:
 - a. NCQA Patient Centered Medical Home recognition
 - b. Meaningful Use of YCCAC/Nasson's health information systems
 - c. Integration of medical, behavioral health and dental care.
17. Participates in planning and testing health information system upgrades.
18. Serves as agency liaison to the area dental providers.
19. Assures consistency of organizational mission with the demonstrated public health and dental needs of the community.

QUALIFICATIONS:

1. DMD or DDS degree from an accredited school in the U.S.
2. Unrestricted Maine license to practice dentistry.

3. Minimum of three years' experience in clinical practice, primary care medical practice preferred.
4. Demonstrated management skills and sound judgment.
5. Proficiency in the use of at least one electronic dental record system, one Meaningful Use-certified electronic medical record system and basic Microsoft applications.
6. Ability to apply critical thinking skills in performing patient assessment and care.
7. Demonstrated respect for cultural diversity in serving patients and families and in collaborating with other members of the practice team.
8. Working knowledge of the core concepts of:
 - a. Evidence-based practice
 - b. Social and behavioral determinants of health
 - c. Population-based care
 - d. Integration of medical, behavioral health and dental care
 - e. Meaningful Use of health information technology
9. Willingness to work some non-traditional hours, e.g. evenings and weekends, and coordinate time off with other program staff.
10. Ability to travel between YCCAC/Nasson' clinical sites.
11. Must not have an active record on the System for Award Management (SAM) site.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	F	Sitting	F	N (Not applicable)
Carrying	O	Standing	F	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	F	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	20 lbs or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	F	12 lbs or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of DENTAL PROGRAM DIRECTOR and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign, an eight (8) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____