

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



DENTAL UNIT SUPERVISOR

JOB CODE: 27110	PAY GRADE: MED04	SALARY RANGE: \$194,757
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GENERAL DESCRIPTION

Under the general direction of the Director of Nursing and Medical Division Administrator, the incumbent in this position directly supervises the dental unit staff including dentists and dental assistants, while also providing overall dental care to inmates. The main focus of the position is the monitoring and evaluation of the dental health program and dental services provided to the inmate population, evaluation and treatment of inmate dental conditions; and acting as a dental consultant to all healthcare staff. Work is reviewed through observation and results obtained. **This position provides after hours call coverage as scheduled.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring;
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary;
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs);
- Maintains patient caseload by assigning cases and ensuring adequate coverage and distribution of cases;
- Coordinates third-party provider services for care expanding beyond scope of the dental unit's standard care practices; evaluates performance of third-party provider contracts and makes recommendations for renewals or new partnerships development;
- Responsible for dental unit's budget development process; acts as the unit's steward of expenditures by assessing needs for equipment, tools, supplies and overseeing the procurement and/or repair process of such equipment;
- Proactively evaluates and monitors the dental health program making recommendations and implementing policies, procedures, and best practices related to care management, staffing, and general operations of the unit improving the quality of care of care;

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- Evaluates inmates needing or requesting dental care not included under basic health care services and makes clinically appropriate recommendations; assures inmates are treated and scheduled for follow-up procedures in keeping with community indigent standards;
- Performs emergency treatment and routine drilling, filling, and extraction of teeth in accordance with established dental policies, procedures, and treatment priorities;
- Instructs inmates in good dental hygiene techniques; establishes individualized treatment plans for inmates requiring ongoing dental care;
- Properly utilizes the Electronic Medical Record (EMR); maintains the integrity and security of the EMR; maintains current and complete dental records and documents all care provided in the health record; maintaining patient confidentiality;
- Completes the equipment checklist, assists with instrument and sharps counts when necessary, and gives reports, as necessary;
- Assures compliance with infection control policies and procedures in the dental area;
- Provides training to ensure that the nurses are knowledgeable in completing the dental screening and patient education related to dental hygiene, brushing techniques, etc.;
- Assures each inmate is offered a dental examination within one year of admission into the facility that includes x-rays when indicated, and an individualized treatment plan for inmates requiring ongoing dental care;
- Assures dental services are in compliance with the National Commission on Correctional Health Care, American Correctional Association, Florida Model Jail Standards and any and all related laws, rules or directives;
- Provides in-service training to all health staff members on triaging dental conditions, completing dental screenings, dental hygiene, dental care, and dental emergencies;
- Obtains a Patient Consent to Dental Treatment Form from each inmate prior to initiating invasive procedures; obtains refusal forms for those inmates who choose to refuse a particular procedure or visit;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- Graduation from an accredited college or university with a Doctoral Degree(DDS or DMD) AND
- Five (5) years' related experience
- Florida Dental License (DDS or DMD), DEA Certification
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- CPR – BLS or ACLS Certification
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to diagnose and treat diseases, injuries, and malformations of teeth and gums, and related oral structures
- Ability to examine inmate to determine nature of condition, utilizing x-rays, dental instruments, and other diagnostic procedures
- Ability to clean, fill, and extract teeth, using rotary and hand instruments, medications and surgical procedures
- Ability to provide preventive dental services to inmates
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 25 lbs.
- Continuously bend, reach, or twist
- Occasionally squat