

Manor College has an opening for a Part-Time Dentist.

Position Summary:

The dental practitioner at Manor Dental Health Center will provide patient treatment services and student instruction in compliance with the established policies and procedures of the Dental Health Center and the EFDA Program. The policies are located in the binder marked “Policies” located in the Doctor’s office in the clinical facility. The position is in-person.

Specific Responsibilities & Essential Functions:

1. General Dentist:

- a. Provides all needed general restorative dental services
- b. Endodontic Treatment – doctor option
- c. Oral surgery – simple extractions
- d. Prosthetic Procedures:

- Single crowns
- 3-6 unit bridges
- Inlays
- Onlays
- Veneers (direct or indirect)
- Maryland bridge
- Partial and full over-dentures

- e. Orthodontic Cases – to be referred to DHC orthodontist
- f. Periodontal (SRPs) referred to MDHC Registered Hygienist. If additional follow-up treatment is needed, it is to then be referred to periodontist.

2. Orthodontist:

- a. Provides orthodontic treatment for patients needing any or all of the following types of treatment:

- Preventive
- Interceptive
- Corrective

- b. Full cases that do not require patients to be seen more often than every 4-6 weeks.
- c. Cases that are projected at no more than 2-3 years to complete with no anticipated complications.
- d. Complex cases (see Complex Procedures to be Referred Out).
- e. Checks and inventory for appropriate Bands, Brackets, Archwires and other needed supplies for patients in order to run clinic.
- f. Submits the above list to the Educational Coordinator to initiate the ordering of supplies in a timely manner.

A. Complex Procedures to be Referred Out to Specialist

- 1. Endodontic procedures
- 2. Complex extractions or oral maxillofacial surgery
- 3. Complex or extensive periodontal treatment
- 4. Complex prosthetic procedures that require extensive doctor/clinic time to complete
 - a. This pertains to availability of doctor and clinic time in our DHC schedule
 - b. Unless case is deemed a good teaching case for students to experience and learn from.
- 5. Patients that require extensive dental care including restorative procedures that need to be seen more frequently than our schedule permits.
- 6. Orthodontic cases that require frequent appointments beyond that which our schedule permits or Class III occlusion cases that require any needed surgical procedure.
- 7. Orthodontic cases that require frequent appointments beyond that which our schedule permits or Class III occlusion cases that require any needed surgical procedure.
- 7. Patients that require closer monitoring and frequent appointments need to be referred to a private orthodontic office that can best accommodate their needs. The patient's welfare must be our first priority.

B. Protocols for Referrals:

- 1. Based on your medical knowledge/training, any cases referred out of the DHC due to the extent of treatment required by the patient must always be discussed first with the EFDA Program Director.
- 2. The EFDA Program Director will then either:
 - a. Approve the referral or

b. Contact Peer Review Doctor or Advisory Board for a professional recommendation.

C. Provides diagnostic information personally to the patient or parent/guardian of any minor.

D. Maintains and updates patient health history forms and prepares treatment plans.

Treatment

plans should include all dental services needed including hygiene services and post-op x-rays for quality control.

E. Conducts a Pre-Rotational meetings with the students and the Clinical Supervisor

- The meeting must take place 15 minutes before the clinic begins. The assignment is fundamental to the student's instructional level and requires your input to understanding scheduled procedures. (This is noted in the "Contract".)

1. Reviews patient health history

2. Reviews projected procedure

3. Reviews any specific instructions for the procedure

4. Be sure student understands rationale for procedure

F. Always be receptive to questions from patients, staff, faculty and students

- Dental Health Center works as cohesive team.

- The DHC must communicate effectively and with respect at all times.

- Confidentiality must be adhered to at all times.

G. At no time may you leave the premises before the patient. This is a liability issue.

1. Dentist and Clinical Instructors must remain in clinic until at least 15 minutes before the end of the rotation. Students are required to do 3 hour rotations.

2. Down-time must be used to discuss clinical issues or educate students in their profession.

3. It is highly recommended that you have articles of interest available for such occasions.

4. There a post-op meeting at the end of each clinical rotation to collect and grade forms and answer any questions concerning rotation.

5. It is your responsibility to remain in clinic at all times to help and instruct students when needed.

H. Line of Responsibility:

1. Clinical Supervisor is charged with overall responsibility for operation of patient flow, appointment control, and the overseeing of teaching methodologies during clinic rotations.

2. Patients cannot be moved in the appointment book without consulting with the

Educational Coordinator or Program Director.

3. Procedures scheduled for a given clinical rotation cannot be changed or added to without first consulting with the clinical supervisor to ensure that sufficient time is available, that change does not conflict with student's needed requirements, and ensure we remain on schedule.

I. Discusses medically compromised patients with physician

- The responsibility cannot be delegated to students or front desk personnel.

J. Emergency Patients

1. Provides the required emergency treatment.
2. Fundamental goal is to get patient out of pain and comfortable.
3. Reschedules patient for full treatment at a later appointment where there is sufficient time (unless there is sufficient time in the schedule that day). Always discuss with clinical instructor.
4. Refers patient to specialist, if needed.

K. Maintains complete and accurate treatment notes as per written policies of the Dental Health Center

1. It is the responsibility of the student to write up the treatment notes as part of their training.
2. It is the doctor's responsibility to review and sign treatment notes, as well as all health history.
3. No doctor is to leave until ALL CHARTS ARE SIGNED. If they are not ready you need to reinforce requirements to have charts ready to sign when dismissing patients.

L. Fills in evaluation forms on student procedures immediately after procedure

1. Student forms should always be in the operatory for you to do so.
2. All forms must be completed and graded at the end of each rotation before leaving for day.
3. You are responsible for collecting all needed forms are given to you in the post-op meeting.

M. Confers with Program Director or Clinical Coordinator before bringing about any instruction changes to students that pertain to techniques, procedural steps or standing policies.

1. All staff and students are required follow guidelines set by the ADA Accreditation Standards.

2. Comments and suggestions are always welcome, but clearance for change must be obtained first.

N. Faculty and Staff Meeting (one is scheduled per semester)

Dates will be posted early enough for all to make arrangements in their schedules to attend.

1. The meetings are and important. They are intended to discuss issues of concern and bring about any needed changes related to patient care and student instruction.

2. The meetings are also required by ADA Accreditation as a means of evaluating the assessment / outcomes of the program.

Medical Specialty:

- Anesthesiology
- Pediatrics
- Plastic Surgery
- Primary Care
- Radiology
- Surgery

Line of Reports

The Dentist reports directly to the EFDA Program Director.

Work Schedule:

Fridays Only; Hours 8:45AM – 4PM Effective September 1, 2024

Criteria & Qualifications:

The following items must be maintained and actively current. Updated items will be kept on file.

- Pennsylvania License and Registration
- Health Care Provider CPR
- Child Abuse Mandated Reporter Trainer
- Radiology CE
- Malpractice Insurance
- PA Criminal Check

- FBI Report
- PA Child Abuse
- TB screening and Hep B Vaccination Record
- College Requirements set by Human Resources Department

To Apply:

For consideration, please submit 1) Cover Letter, 2) Resume and 3) Three Professional References with email and phone numbers, send to: jobs@manor.edu

Confidential screening of applications will continue until the position is filled.

Equal Opportunity Statement:

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.