

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. DENTISTEA01N
---

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-KALAMAZOO PSYCHIATRIC HS
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Dentist-E	<b>10. Division</b> Medical Services
<b>5. Working Title (What the agency calls the position)</b> Dentist	<b>11. Section</b> Dental Office
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; PSYCHIATRIST DIRECTOR-2	<b>13. Work Location (City and Address)/Hours of Work</b> 1312 OAKLAND DR; KALAMAZOO, MI 49008 / Monday - Friday 8 - 5
<b>14. General Summary of Function/Purpose of Position</b> To provide preventive and therapeutic dental care to consumers of Kalamazoo Psychiatric Hospital. Supervises subordinate personnel, CQI activities and infection control.	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1****General Summary:****Percentage: 50**

Provide dental services for mentally ill patients in a hospital setting. Oral examinations for all new admissions and returns. Yearly exams for all patients in the hospital not seen in the previous twelve months. Reviews medical histories and records and records dental treatment in medical charts to ensure that treatment plan does not compromise patient health

**Individual tasks related to the duty:**

X-ray exams of patients requiring treatment, including bite wing, pantographic and occlusal e-rays.

Diagnosis and treatment planning.

Restoration of teeth including fillings, and constructs dentures and dental appliances.

Treats pathological conditions of the oral cavity

Periodontal treatment.

**Duty 2****General Summary:****Percentage: 20**

Emergency exam and treatment for any and all dental problems.

**Individual tasks related to the duty:**

Treatment of all types of emergency dental issues including but not limited to toothaches, broken teeth, swollen jaws, fractured jaws and any other oro-facial trauma.

Sutures facial lacerations within and around the oral cavity.

Prescribes medications for infection control, pain control and for the control of viral, bacterial and fungal infections.

**Duty 3****General Summary:****Percentage: 20**

Oversees the work and provides guidance and direction to dental assistants, hygienists and other support personnel

**Individual tasks related to the duty:**

Evaluates and verifies employee performance through the review of completed work assignments and the review of work techniques.

Provides guidance in completing dental activities

Approve leave requests

**Duty 4****General Summary:****Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

Ensures appropriate disposal of toxic wastes

Provides instructions in oral hygiene and methods of preventing the spread of oral diseases

Provides expert testimony at legal proceedings

Participates in in-service training and other continuing education programs

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Responsible for all treatment provided in the office. All decisions are important as they all affect human beings and the quality of their lives. This position inspects work performed by outside specialists to assure it is up to acceptable standards.

17. Describe the types of decisions that require the supervisor's review.

QA reports, personnel problems, approval for specialist referrals.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Exposure to physical and mental abuse by proximity to potentially explosive patients. Standing on cement floors. Exposure to chemicals, patients with infections.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
KANIPE, PATTI	DENTAL HYGIENIST E11		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Management prepared

23. What are the essential functions of this position?

To provide preventive and therapeutic dental care to consumers of Kalamazoo Psychiatric Hospital

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Position description is outdated. Due to revised Civil Service job specifications, position description being updated to fall in line with the current specs on file.

25. What is the function of the work area and how does this position fit into that function?

The Dental Office provides preventive and therapeutic dental care to consumers of Kalamazoo Psychiatric Hospital. Dental care is an important part of the total care of the mentally ill patients. This is the only dentist position in the department and as a result, is in charge of the dental service function, supervision of the personnel, CQI activities and infection control.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a Doctorate of Dental Surgery or Doctorate of Medical Dentistry degree.

**EXPERIENCE:**

**Dentist P15**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Good clinical skills in the practice of dentistry

Supervisory skills

Ability to work with hospital staff

Good Communication Skills

Knowledge of infection control practice in the setting of dentistry and some knowledge about CQI functions.

Knowledge of toxic waste disposal requirements

Knowledge of recent developments in the field of dentistry

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Michigan licensure as a dentist

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

2/23/2017

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date