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|  |  | |  |  | | --- | --- | | |  | | --- | | 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. | | |  | | |  |  | | --- | --- | | **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** | |  | DOC-KINROSS CORRECTIONAL FCLTY | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Bureau of Health Care Services | | **4. Civil Service Position Code Description** | **10. Division** | | DENTIST-A | Health Care - Kinross Administration /Northern Facilities | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Dentist | Health Care - Dental Clinics | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | ; DENTIST MANAGER-1 17 | Kinross Correctional Facility | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | ; STATE DIVISION ADMINISTRATOR 17 | 16770 S. Watertower Drive, Kincheloe, MI 49788 / 80 hours per pay period | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | Provide Dental Services to prisoners at assigned Correctional Facility and other Northern Facility Dental Clinics, as assigned.  These Dental Services include, but are not limited to:  diagnosis, operative/restorative, surgical (including extractions), endodontic, and prosthetic treatment.  To document and record patient treatment information, as required by the Northern Facilities Dental Program guidelines to ensure performance compliance of supervised Dental Staff, to provide patient care in accordance with established and perceived "standard of care guidelines" and to maintain the facility Dental Clinic operational modalities at MDOC Northern Facilities Dental Program standards. | | | |  | |  |  |  |  | | | |  |

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|  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | |  | | |  | |  | |  | | |  | | --- | | Agree | | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | |  | | |  | |  | |  | | |  | | --- | | Same as 15. | | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | | | | |  | | | | | | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | |  | | |  | |  | |  | | |  | | --- | | N/A | | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | | | | | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | |  | | |  | |  | |  | | |  | | --- | | Provides general and emergency dental services including prophylaxis, extractions, restorations, endodontics, and prosthetic treatment to the prisoners at the assigned Correctional Facility. | | |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | | | | |  | | | | | |  | | | | | |  | | | | | |  | | | | |  | | | |  | | |  |  |  |
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