



Position Title: Associate Doctor

Employee Status: Exempt

Reports To: Dr. Shuhad Shambille

Job Summary:

The associate is in a special position to provide patients with diagnosis of dental conditions upon examination, discussion of overall dental wellness, comprehensive treatment planning and providing the highest level of dental care during all clinical appointments.

Essential Duties: (Other Duties in Addition to the Parameters in your Employment Contract)

- Ensures strength and future growth of the practice by providing excellent care to patients, cultivating respect and professionalism to the dental team.
- Diagnose and treat patients with oral diseases.
- Provide dentistry services such as cleaning, root canals, extractions, fillings, bridges, crowns, dentures and other oral services.
- Educate patients about oral hygiene and preventive dental care.
- Assists the practice in marketing efforts (i.e. lunches, dinners, study clubs, communications via email, telephone and texting, and anything else deemed necessary for the health of the practice.)
- Seek the advice of the owner of the practice, should (s)he be unclear or unsure how to proceed with handling a situation in the care of any patient of the practice.
- Ensure compliance with OSHA and dental board procedures.
- Use dental instruments safely and effectively to avoid accidents.
- Stay abreast with the latest developments in dentistry field.
- Examine patients, obtain medical history and develop treatment plans.
- Monitor patient progress and maintain treatment records.
- Follow clinical protocols and financial policies previously established by Beam Dental.

- Provide clear and concise clinical notation and documentation of every patient that you provide a service to.
- Work with clinical and administrative staff to provide quality patient care services.
- Communicate at a high level with entire team.
- Address clinical issues promptly and accurately.
- Mutual agreement to assist in practice productivity when another Doctor is away.
- Ability to navigate Open Dental software with ease to aid in patient education.
- Required to attend all staff meetings and team building exercises.
- Insures and maintains safety of patients, personnel and other doctors by reporting any threats of workplace violence or harassment.
- Is expected to inform the owner of any employee not maintaining safe work habits, i.e., PPE not being worn, lead aprons not being used, inappropriate use of the internet, substance abuse by personnel, HIPAA non-compliance, etc.
- The associate doctor should follow the proper protocol for safely locking the office. (Note: not all personnel possess a key, therefore, the associate may have to wait until the employee's job is completed prior to departure).
- The associate doctor appropriately and in a timely manner (unless an emergency) communicates his/her time out of the office so that the office maintains adequate doctor coverage and little to no conflict arises for personnel.
- The associate doctor is an active participant in the annual performance evaluation/appraisals, new employee progress reports, and/or other types of employee reviews as deemed necessary by the owner of Beam Dental. The associate doctor may be required to serve as a witness of a termination.
- The associate doctor is expected to provide ideas and make practice contributions to monthly team meetings as well as morning huddles/meetings.

Knowledge/Skills/Abilities:

- Ability to maintain composure and professionalism when exposed to stressful situations.
- Ability to perform scaling and root planning, take radiographs and administer local anesthetic.
- Knowledge of OSHA regulations and changes.
- Knowledge of English composition, grammar, spelling and punctuation.
- Skilled in the use of standard office equipment including telephones, calculators, copiers, fax, computers and computer software (MS Excel, Word and Dentrix).
- Ability to discuss dental products with patients i.e. electric toothbrushes, oral rinses, whitening, desensitizing agents, etc.
- Ability to provide patients with our fees for services upon request.
- Ability to engender trust from co-workers and patients.
- Ability to work cooperatively with management, staff and patients.
- Ability to prioritize, organize and complete tasks in a timely and independent manner.
- Ability to understand and follow written and verbal instructions and accept constructive feedback.
- Ability to collect data, establish facts, draw valid conclusions and maintain confidentiality.
- Ability to communicate and express thoughts and ideas competently.

- Ability to quickly grasp relevant concepts regarding duties and responsibilities.
- Ability to offer feedback during a group discussion.

Education:

- DMD or DDS

Special Requirements/Certifications/Licenses:

- Valid x-ray certificate.
- Current State license.
- Current DEA license.
- Current Anesthesia license if able to administer Nitrous Oxide.
- CPR and first aid certificate.
- Maintain all CE requirements.
- Current malpractice and liability insurance coverage.

Physical and Environmental Requirements:

- Hand-eye coordination and hand, arm and finger mobility for detailed work with objects.
- May be required to physically assist drowsy patients after anesthesia.
- Active movement throughout the day: sitting, walking, standing, squatting, bending, stooping, reaching, etc. (not a sedentary position).
- Vision: close vision, depth perception and ability to adjust focus.
- Hearing: able to satisfactorily communicate with patients, doctor and other staff members to ensure that verbal communication is clearly understood, or a satisfactorily-equivalent method of communication.
- Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or operate equipment.
- May be required to administer first aid or CPR.
- Occasional exposure to toxic or caustic chemicals and radiation.
- Exposure to moderate noise levels.
- Exposure to hectic, fast-paced, high anxiety environments.

Additional or different duties may be assigned occasionally at employer's discretion.