

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF DENTAL OFFICER

Basic Purpose:

Under general direction, administers comprehensive dental services for an institution, including the provision of diagnostic, prosthetic, surgical, endodontic, periodontal, preventive, and restorative dental care; coordinates department-wide program of preventive, restorative, and educational dental services.

Typical Functions:

- Develops and administers diagnostic, prosthetic, surgical, and restorative dental services within an institution; participates in the integration of dental services with other programs of the institution.
- Determines the oral health of the patient and the adjacent structures through the use of visual, digital, and x-ray examinations. If pathology exists, recommends a treatment plan and follows through with the necessary operative procedures to eliminate or control such pathology within the guidelines of the department; provides and supervises instruction in oral hygiene and dental prophylaxis.
- Supervises and instructs dental assistants or other dental personnel in records maintenance and care of equipment and quarters.
- Ensures that inmates who are assigned to the community corrections centers have priority one and two dental needs met prior to their departure.
- Coordinates with the central pharmacist at the Lexington Assessment and Reception Center concerning the requisitioning and the inventorying of dental supplies.
- Advises the medical director concerning the selection of utilities and placement/installation of dental equipment during the planning stages of new health facilities; solves problems related to the department's dental lab contract.
- Conducts training and continuing education for dental personnel as determined by Health Services in-service needs.
- Identifies technical problems experienced by the department dentists and makes recommendations to the medical director; forwards to the medical director any personnel or administrative problems requiring attention.

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of modern dentistry and oral hygiene, and of state legislation regarding the provision of dental services. Ability to establish and maintain effective working relationships; to develop programs within policy limits; to communicate effectively, both orally and in writing; to apply improved techniques and procedures in all phases of the dental program; and to prepare and present educational programs.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Licensure to practice dentistry by the Oklahoma Board of Governors of Registered Dentists; and five (5) years experience in the practice of dentistry.