



Classification Description

Job Title: Dental Clinic Supervisor

Pay Grade: 120

Job Code: 4103

FLSA Status: Exempt

Job Purpose

This is professional, responsible work in providing direct supervision for patient care and dental hygiene student clinical functions in the Dental Hygiene Program. Work also includes supervising faculty and staff and ensuring compliance with Florida Statutes, Chapter 466.

General Responsibilities

Essential Functions

Provides direct supervision in the dental hygiene education program.

Evaluates students expanded duties skills within course curriculum and supervises dental faculty and students in the delivery of dental hygiene services to include, but not limited to, root planning, prophylaxis, and sealant placement.

Provides clinical and didactic instruction on the administration of local anesthesia during direct patient care services with students according to Florida Statutes, Chapter 466.

Provides clinical instruction, in terms of quality, quantity, and appropriateness of student learning experiences using various techniques, including student evaluations.

Sets policy, in conjunction with the Program Director on scheduling, patient admission, radiographic exposure.

Ensures that OSHA and Radiographic equipment licensing requirements are met.

Provides departmental HIPAA training for staff, faculty and students.

Maintains State, National and Federal regulation manuals associated with, OSHA, HIPAA and The Commission on Dental Accreditation.

Performs grading of student learning outcomes for clinical and laboratory evaluations.

Communicates with vendors to coordinate student learning activities for didactic, laboratory and clinical courses.

DENTAL CLINIC SUPERVISOR

Participates in the College's annual inventory of departmental assets.

Attends local and state dental meetings.

Performs as a liaison associated with clinical/laboratory/didactic community partners for educational experiences.

Monitors and maintains dental clinic equipment, dental software upgrades, emergency medical equipment, clinic computer hardware and software.

Performs other duties, as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Current Florida licensure as a dentist.

Extensive knowledge of current dental treatment concepts and techniques.

Clinical experience in a dental facility.

Proficient clinical skills in dental hygiene.

Commitment to professional development.

Familiarity with clinical facility policy and procedures.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.

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- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 1, 2009. Revised: February 17, 2011; July 1, 2014; July 29, 2015; and January 11, 2023. Revised: July 1, 2023.