



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
 JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Regional Dental Director
JOB GRADE:	MDG/DS 6 (Reclassification result)
DEPARTMENT:	Regional Health Authority
REPORTS TO:	Regional Technical Director Technical direction through the office of the CDO
MANAGES:	Dental Consultant in the Region, Parish Dental Consultant Regional Dental Auxiliary Coordinator; Secretary

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revise

JOB PURPOSE

The Regional Dental Director is the most senior dental position in the Region. The RDD advises the Regional Director on all issues related to the Dental Profession and the practice of Dentistry. This position advises both the RD and the RTD on implementation of Oral Health Policies in the Region, the Delivery of Oral Health Services, related Dental Public Health issues, Monitoring the compliance of the dental aspects of the Services Level Agreement (SLA) and reporting same to the office of CDO. The office is also responsible for the monitoring of the community and School-based Dental Services.

The RDD is responsible for conducting gap analyses on the state of the Oral Health Services in the Regions. He/she will assist in the efforts for improving Oral Health services, monitoring epidemiological trends, reducing inequalities and helping to promote high quality oral health services for patients.

The RDD will direct the development and implementation of related public health policies and programmes for the provision and maintenance of Oral Health Care nationally, in keeping with national and international standards.

The Regional Dental Director will work within the Technical Department Chaired by the Regional Technical Director. The RDD will report to the Regional Director on matters pertaining to the Dental Profession and the Practice of Dentistry in the Region. RDD Managerial functions are coordinated with related functions within the Office of the Regional Technical Director. The RDD will report to the RTD for administrative management purposes and to the Regional Director on Professional matters.

KEY OUTPUTS

1. Provide expert public health advice to the Regional Director, Regional Technical Director and the Board
2. Professional guidance provided.
3. Prepare expert report from complex data analyses on the various oral Health datasets.
4. Perform certain critical decision making process that can impact the entire Oral Health Services in the Region.

5. Inform the Dental Consultants and Parish Dental Surgeons understanding of individual accountability and responsibility for the clinical decisions reached and advice provided during consultations.
6. Responsible for Implementing and Monitoring compliance, for all categories of Oral Health Professionals within the Region, with the Legislative and regulatory framework of the Dental Governance System. The RDD is also responsible for communicating and articulating the various policies and processes impacting the practice of Dentistry in the Region
7. To provide frequent updates on the 'Gaps in the Oral Health Services' delivery effort and to report on the findings of clinical audits.
8. Conducts investigation of feedback, complaints and 'Significant Adverse Events', identifying individual and organizational learning from events and share throughout the organization
9. Responsible for the implementation of Oral Health Policies at the Regional Level.
10. Provides logistical support as a possible Manager of the National Emergency Operations Center at times of peak demand
11. At times of peak call demand, the RDD will implement contingency plans to support activities of the field Dental Staff with respect to Oral Health Care Services.
12. Prepare, submit and managed budget
13. Prepare, submit and implement certain oral health projects with the Region
14. To act as a Project Manager on certain Oral Health Projects
15. Represents the Chief Dental Officer on occasion
16. Work along with the other Health Directors, Senior Directorate, Medical Officers of Health, Regional Dental Surgeons Regional Technical Directors to ensure that the Oral Health Programme Performance indicators are achieved consistently throughout the Organization
- 8 The RDD will Plan and evaluate the OH programme's development needs, identifying and managing clinical performance issues and modify as appropriate

- 9 Participate in the recruitment of Consultant Dental Surgeons, Dental Specialist, Parish Dentists and Auxiliary Personnel.
- 10 Participate in the development of Norms and Standards
- 11 Submit Annual Work plans, quarterly and monthly reports.
- 12 Routine and special reports produced.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Develop and implement Annual Operations and Business Plan for the Region's Oral Health Services
2. Prepare monthly work plan and Key Performance indicators to ensure an effective service
3. Plans, organizes and approves the work and activities of the Oral Health Services at the field level.
4. Support the preparation and or submission of performance and other reports as required and ensures the timely submission of all reports.
5. Ensure overall compliance of the Oral Health Services in the Regions with local Laws and Regulations
6. Ensures the overall performance of the Oral Health Services in the Region.
7. Conduct gap analysis of services and effect programmatic changes in order to fulfil the demands of the SLA
8. Spearhead the dental infection control initiatives and also ensures the Region's compliance with the local Laws and Regulations
9. Chairs the Regional Oral Health Management Meetings
10. Coordinate with the Regional Technical Director, Medical Officers of Health and the Public Health Inspectorates a coordinated

plan to ensure both the Private Sector and Public Sector compliance with the Government Dental Policies and Pertinent Legislations.

11. Sign off on Dental Volunteer Mission and Outreaches in the Region
12. Under the direction of the CDO the RDD will independently coordinate and supervise the activities of Dental Volunteers and Dental Outreaches in the Region.
13. Preparation of Strategic plans and Budget
14. Carry out Research and other scholarly activities in the Region
15. Coordinates the Dental Internship programme in the Region
16. Coordinates and supervise the Clerkship and Externship Dental programmes in the Region.
17. Police the Private -public sector Oral Health Partnership initiatives in the region
18. Liaises with the Dental Council and other Regulatory Bodies

Technical/Professional Responsibilities

1. Attends the National Oral Health Services Meetings.
2. Overall Responsibility for the Monitoring and Evaluation of Oral Health Services at the Regional Level.
3. Support the development of a National Database on Oral Health
4. Programme lead for the development of Oral Health policies
5. Liaises with the Regional Managers in Education
6. Responsibility for the monitoring of Fluoridation Programme.
7. Maintains overall responsibility for the promotion and monitoring of Salt Fluoridation Programme in the Region.
8. Liaises with the Bureau of Standards and the Government Chemist on the status of fluoride in table salt.

9. Assist action plan for the time submission of reviews for the Dental Act and Regulations.
10. Participates in developing monitoring mechanisms to be instituted at the regional level.
11. To interprets legal/technical matters in Dentistry.
12. To represent the CDO at national and international forums on oral health matters.
13. Facilitates Agencies/Consultants undertaking such assignments.
14. Establishes and maintains meaningful relationships with the following:-

Internally:

- Regional Technical Director
- Director, Dental Auxiliary School
- Regional Nursing Officer
- Other Regional Technical Personnel

Externally:

- Ministry of Education -Regional Office
- Consultants - Locally/Overseas
- Dental Schools - Overseas and Universities
- PAHO/WHO - Local and Head Office (USA)
- Overseas Volunteers Organizations and Smaller Groups
- Private Sector
- Dental and other Professional Associations

Other Technical Responsibilities

1. Reviews the professional human resource requirements of the Oral Health Service in the Region.
2. Liaises with the Regional Managers in Education
3. Represents the Chief Dental Officer at local and international meetings, conferences and other forum as required.

4. Develops, organizes and monitors Oral Health Programme priorities and technical standards to guide the Oral Health Programmes at field level.
5. Assists and gives guidance to officers in the field on the implementation of Oral Health Programmes.
6. Conduct Gap analysis and develops strategies to effect improvements where necessary and oversees the implementation of remedial courses of action.
7. Confers with and advises members of the dental profession in the health regions regarding matters of public health.
8. Confers with and advises members of the dental profession in the health regions and in the private sector regarding matters of public health. Explains and interprets principles, practices, policies and services of the Oral Health Programme.
9. Participates in intersectoral and inter-agency relations and follows-up on activities.
10. Collaborates with stakeholders in the development and implementation of a health promotion programme relating to Oral Health.

Human Resources Responsibilities

- 1) Participates in annual performance appraisal
- 2) Undertakes professional development and continuing education
- 3) Give Technical and Administrative directives to the Coordinator of Dental Auxiliary Services and the programme development officer
- 4) Involvement in the recruitment and interview process for consultant dentists and Programme Development Officer.
- 5) Authorizes the Human Resources Plan, including Succession Planning, for Oral Health services in the Region

DECISIONS AND JUDGEMENTS

1. The post holder's work under the Technical directives of the CDO and the Administrative oversight of the RD; Accountable to the RTD

on the daily operational activities related to the office of the RDD. The RDD manages his/her programme areas rather than being supervised, autonomous decisions are required on a daily basis regarding frequently complex situations of a clinical or managerial nature. All Technical Matters relating to Oral /Dental Services are referred to the CDO and the RTD.

2. Judgments may be complex and require analysis or interpretation of a wide range of options, complex data and may involve major disruption of Oral Health Services within the Region and the Regional Hospital.

PERFORMANCE STANDARDS

1. Work plan is prepared with established format and timeframe.
2. Audit recommendations lead to improvements in the Oral Health Programme.
3. Deadlines are met consistently.
4. Performance level is consistently high.
5. High degree of dedication and reliability is demonstrated in performing duties.
6. Reports are technically accurate, completed and delivered on time.
7. Initiative and resourcefulness are exercised in the solution of problems.
8. Effective communication is demonstrated.
9. Key deliverables are produced within agreed timeframes to required standards.

REQUIRED COMPETENCIES

Functional/Technical Competencies	level s
Sound knowledge of current trends and development in the field of dentistry.	
Knowledge of public health practices in particular dental public health.	
Sound knowledge of administering projects and research programmes.	
Knowledge of National Health Policy, in particular Oral Health.	
Sound knowledge of new trends and development in the field of dentistry.	

Core Competencies	Level s
Oral Communication	
Written communication	
Teamwork and cooperation	
Analytical and problem solving skills.	
Ability to conduct research/surveys.	
Good interpersonal and social skills.	
Good time management skills.	
Managing External Relationships	
Good leadership skills.	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Graduated from an accredited school of dentistry.
- Qualification in Dental Public Health and/or Dental related specialties.
- Five (5) years of progressively responsible post graduate experience in management.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to highly confidential and sensitive information.
- Expected to travel locally (volatile areas on occasion) and overseas.
- Required to work beyond normal working hours.
- Required to meet critical deadlines.

AUTHORITY

- To examine and evaluate the Region's Oral/Dental Health Programmes and effect strategies for improvement where necessary.
- To ensure Clinical effectiveness and Governance at the Regional Level
- To direct the activities of the Regional Dental Auxiliary Coordinators
- To enforce compliance with pertinent Laws and Regulations in the Dental settings in the Region
- To approve, audit and accredit Oral Health facilities within the Region