

Job Description		الوصف الوظيفي
Job TITLE	EFFECTIVE DATE	REVISION DATE
Orthodontist		

Job Description	General Information
Job Title	Orthodontist
Practice Setting	Dental Clinic
Reporting to	Division Head of Dental Department
Responsibility Level	Non-Supervisory

Required Educational Qualification and experience

- **Required Educational Qualification for the Specialist:**
 1. MSc and/ or clinical training certificate from a recognized institute.
 2. Valid registration from SCHS.
 3. Valid Basic Life Support certification.
- **Required Work Experience for the specialist:**
 1. Two years of experience in a recognized institute of equivalent. (Preferred)
- **Required Educational Qualification for the Consultant:**
 1. PhD or board certification from a recognized institute.
 2. Valid registration from SCHS.
 3. Valid Basic Life Support certification.
- **Required Work Experience for the Consultant:**
 1. Three (3) years of professional experience after obtaining the certification in the specialty.

Competencies and Skills	
1	Demonstrate Leadership and administrative skills.
2	Fluent verbal and written English.
3	Exhibits professionalism and excellent interpersonal communication skills.
4	Is knowledgeable of the Saudi Medical By-laws.

Job Summary

Diagnosis, prevention, and treating malocclusion surgically and non-surgically. One of their primary job functions is to design, fabricate, or use removable and fixed orthodontic appliances to realign teeth and jaws in order to allow for normal functioning and to improve appearance.

Role and Responsibilities

1. and responsibilities within the Ministry of Health at the Kingdom of Saudi Arabia laws.
2. All Dentists must be able to:
 - 2.1. Maintain effective relationships with peers and respect professional boundaries.
 - 2.2. Respect patients' autonomy and right to make their own health decisions.
 - 2.3. Maintain patients' confidentiality at all time.
 - 2.4. Understand patients' differences and cultural values and treat them with respect regardless of their religion, gender, color, and ethnic background.
 - 2.5. Listen to patients, recognize communication barriers, and facilitate understanding of their oral health condition and options for care.
 - 2.6. Maintain accurate dental records and keeping up-to-date with dental technologies.
 - 2.7. Coordinate patient care within the healthcare system by collaborating with other healthcare professionals to ensure patient wellbeing and safety.
 - 2.8. Work effectively in multidisciplinary teams.
 - 2.9. Provide care that is evidence-based and reflective of best practices.
 - 2.10. Be engaged in a continuous learning and to sustain up to date in all aspects of the professional performance.
 - 2.11. Take an active role in teaching and assigning duties to the residents and trainees and participate in their evaluation, in terms of skills, knowledge, and behavior.
 - 2.12. Participate in quality assurance, infection control, professional education of interested parties, postgraduate activities and any other assignment related to excellent activities and any other assignments related to excellent patient care and education. This includes grand rounds, bedside teaching sessions, clinical lectures demonstrations.
 - 2.13. Participate in the Major Disaster Plan of the facility as indicated.
 - 2.14. Provide administrative services and serving on committees within the department as needed.
 - 2.15. Carry out other assignments as directed by Hospital Administration and/or the department head within the realm of his knowledge, skills, and abilities

Areas of Competency	
Assessment	<ol style="list-style-type: none"> 1- Obtaining a detailed dental history from patients and evaluate their medical history. 2- Carrying out a comprehensive clinical examination (extraoral and intraoral). 3- Provide specific Orthodontic Evaluation: Evaluation and diagnosis of conditions such as malocclusion, orofacial skeletal growth abnormalities, craniofacial anomalies, cleft lip and palate, sleep-related breathing disorders and speech problems. 4- Interpret intraoral and extraoral diagnostic images, including x-rays and Cone Beam Computed Tomography (CBCT). 5- Use advanced diagnostic techniques to plan the treatment for patient with malocclusion with or without orthognathic abnormalities. 6- Capture and maintain pre-operative and post-operative images and radiographs to assess, monitor and record treatment progression. 7- Record patient information in a logical, legible and secure way. 8- Formulating an evidence-based treatment plan considering the teeth of concern. 9- Communicate clearly with patients and explains treatment plan to obtain informed consent.
Analgesia	Provide local and regional block anesthesia confined to the head & neck area.
Preventive Care	<ol style="list-style-type: none"> 1- Oral health education and oral hygiene instruction. 2- Oral habit education. 3- Dietary counseling. 4- Communicate and consult with patient's primary care physician to ensure patient centered care approach.
Orthodontic care	<ol style="list-style-type: none"> 1- Manage cases with malocclusion and or dentofacial growth abnormalities of all age groups and different medical and behavioral disabilities. 2- Apply evidence-base orthodontic techniques whenever available in addition to best practices in the management of different malocclusions and craniofacial abnormalities. 3- Provide clinical services with or without teeth extraction might include the use of: <ol style="list-style-type: none"> a. Removable appliances. b. Fixed appliances. c. Functional appliances. d. Orthopedic appliances. e. Temporary anchorage devices assisted orthodontic treatment.

	<p>4- Work as an effective member in multidisciplinary team to manage malocclusion and other craniofacial abnormalities in patients with un-usual conditions such as:</p> <ol style="list-style-type: none"> Patient with cleft lip and palate. Patient with under oncology therapy or with history of cancer therapy. Patient with periodontal disease. Patient with history of dentoalveolar trauma. Patient with TMJ disorders.
Surgical Care	Work as an effective member in a multidisciplinary team to treat and manage major dentofacial abnormalities prior, during and after orthognathic surgery.
Emergency Care	<ol style="list-style-type: none"> Cutting displaced orthodontic wire. Removing displaced bands. <p>Management of post-operative orthodontic complications</p>
Out-of-Scope Practices for Orthodontist	<ol style="list-style-type: none"> Services, procedures, treatments that fall under other specialty scope of practices. Choosing to limit scope of practice to a particular treatment and attending only definite group of people.

Acknowledgement Name and Approval

Employee Name:

Signature:

Date:

Direct Supervisor Name:

Signature:

Date:

HR/ Authorized Representative

Name:

Signature:

Date: