

Job Description		الوصف الوظيفي
Job TITLE	EFFECTIVE DATE	REVISION DATE
Special Needs Dentist		

Job Description	General Information
Job Title	Special Needs Dentist
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. Accredited Bachelor Degree in Dental Surgery or Equivalent.
  3. 1-year internship program in a recognized institute.
  4. Valid registration from SCHS as a registrar or senior registrar.
  5. 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. Accredited Bachelor Degree in Dental Surgery or Equivalent.
  3. 1-year internship program in a recognized institute.
  4. Valid registration from SCHS as a consultant.
  5. Valid Basic Life Support certification.
- **Required Work Experience for the Consultant:**
  1. Minimum of three (3) years professional experience after obtaining board certification in the specialty.  
OR
  2. Three (3) years professional training/experience in Pediatric Dentistry after obtaining the Saudi Board.

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

Diagnosing and providing high quality oral health care and dental procedures to people who have intellectual and/or cognitive disability, or who are affected by other medical, physical, or emotional issues. Patients with special needs are those, who due to physical, medical, developmental, emotional or cognitive conditions, require special consideration when receiving dental treatment

### Role and Responsibilities

1. All dentists, General, Specialists and Consultants are legally and morally obliged to conduct their roles and responsibilities within the Ministry of Health at the Kingdom of Saudi Arabia laws and regulations and international professional associations applicable to their professions.
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 continuous learning to sustain up to date professional performance.
  - 2.11. Take an active role in teaching residents and trainees.
  - 2.12. Plan and assign duties to residents and trainees under his/her supervision.
  - 2.13. Participate in the evaluation, of residents and trainees under his supervision in terms of skills, knowledge, and behavior.
  - 2.14. 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.
  - 2.15. Participate in the Major Disaster Plan of the facility as indicated.
  - 2.16. Provide administrative services and serving on committees within the department as needed.
  - 2.17. 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"> <li>1. Obtaining a detailed dental history from patients and evaluate their medical history.</li> <li>2. Carrying out a comprehensive clinical examination (extraoral and intraoral).</li> <li>3. Evaluation of patients with medical, genetic, and behavioral conditions through system-oriented physical examinations, clinical assessments, parental interviews, and laboratory tests in addition to growth and development evaluation based on physical, motor, sensory, and cognitive assessment.</li> <li>4. Formulate an individualized treatment plan considering the patient's cognitive development and acceptance of the treatment, parent preference, patient's coping skills, and the extent of the disease.</li> <li>5. Radiographic examination and interpretation.</li> <li>6. Record patient information in a logical, legible and secure way.</li> <li>7. Formulating an evidence-based treatment plan considering the teeth of concern.</li> <li>8. Communicate clearly with patients and explains treatment plan to obtain informed consent.</li> </ol>
Analgesia	Provide local and regional block anesthesia confined to the head & neck area.
Preventive Care	<ol style="list-style-type: none"> <li>1. Dental prophylaxis.</li> <li>2. Oral health education and oral hygiene instruction.</li> <li>3. Dietary counseling.</li> <li>4. Provide a risk-based prevention plan that takes into consideration the changing dynamics in risk factors.</li> <li>5. Provide age-specific dental trauma education to both patient and guardian.</li> <li>6. Communicate and consult with patient's primary care physician to ensure patient centered care approach</li> </ol>
Special Needs Care	<ol style="list-style-type: none"> <li>1. Manage the behaviors of individuals with cognitive development delays through behavior guidance and pharmacological techniques; anxiolysis, sedation (minimum, moderate and deep), and general anesthesia.</li> <li>2. Collaborate with healthcare workers of relevant professions to provide oral/dental care for patients with challenging conditions such as those with special needs, medical conditions, cognitive disabilities, and under cancer therapy.</li> <li>3. Diagnose and manage oral manifestation and related complication of the medical condition.</li> <li>4. Collaborate with ward services and anthropologists in treating inpatients.</li> <li>5. Operates in the OR within his/her approved privileges.</li> <li>6. Provide dental treatment in various disciplines based on the approved privileges.</li> <li>7. Collaborate with other healthcare providers and specialists to address the holistic needs of individuals with special needs.</li> </ol>

Periodontic Care	<p>Manage oral and maxillofacial lesions and diseases, including gingival and periodontal diseases through:</p> <ol style="list-style-type: none"> <li>1. Treatment of simple gingivitis and periodontitis cases.</li> <li>2. Referral of advanced gingivitis and periodontitis to a specialist periodontist for active treatment.</li> <li>3. Provide monitoring and maintenance procedures for periodontal cases following the active treatment provided by a specialist periodontist.</li> </ol>
Restorative Care	<p>Manage dental caries by means of prevention and restoration. Restorative procedures include</p> <ol style="list-style-type: none"> <li>1. Temporary and permanent restorations or both primary and permanent dentition.</li> <li>2. Permanent and provisional crowns for primary and permanent teeth utilizing different techniques (pre-fabricated, chairside and lab fabricated).</li> </ol>
Endodontic Care	<p>Manage vital and non-vital pulp therapy in primary and permanent teeth.</p>
Orthodontic Care	<p>If the patient is compliant and the oral hygiene is well-maintained, occlusion management for primary, mixed, and permanent dentition can be provided, this includes :</p> <ol style="list-style-type: none"> <li>1. Space management by means of space maintenance and space regaining.</li> <li>2. Interceptive orthodontics to manage range of conditions: <ol style="list-style-type: none"> <li>a) Simple anterior or posterior cross-bite</li> <li>b) Functional occlusal shift</li> </ol> </li> <li>3. Refer complex cases to specialist/consultant orthodontist at the appropriate time.</li> </ol>
Emergency Care	<ol style="list-style-type: none"> <li>1. Provide emergency treatment and palliative interventions to dental pain, orofacial trauma, and oral tissue irritations</li> <li>2. Manage oral infections by utilizing antibacterial, antiviral, anti-inflammatory, and anti-fungal medicaments.</li> </ol>
Out-of-Scope Practices for Special Needs Dentist	<ol style="list-style-type: none"> <li>1. Services, procedures, treatments that fall under other specialty scope of practices.</li> <li>2. Choosing to limit scope of practice to a particular treatment and attending only definite group of people.</li> </ol>

Acknowledgement Name and Approval

Employee Name:  
Signature:  
Date:

Direct Supervisor Name:  
Signature:  
Date:

HR/ Authorized Representative  
Name:  
Signature:  
Date: