

Job Description		الوصف الوظيفي
Job TITLE	EFFECTIVE DATE	REVISION DATE
Oral and Maxillofacial Surgeon		

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

Required Educational Qualification and experience
<ul style="list-style-type: none"> <li> <b>Required Educational Qualification for the Specialist:</b> <ol style="list-style-type: none"> <li>MSc and/ or clinical training certificate from a recognized institute.</li> <li>Accredited Bachelor Degree in Dental Surgery or Equivalent.</li> <li>1-year internship program in a recognized institute.</li> <li>Valid registration from SCHS as a registrar or senior registrar.</li> <li>Valid Basic Life Support certification.</li> </ol> </li> <li> <b>Required Work Experience for the specialist:</b> <ol style="list-style-type: none"> <li>Two years of experience in a recognized institute of equivalent. (Preferred)</li> </ol> </li> <li> <b>Required Educational Qualification for the Consultant:</b> <ol style="list-style-type: none"> <li>PhD or board certification from a recognized institute.</li> <li>Accredited Bachelor Degree in Dental Surgery or Equivalent.</li> <li>1-year internship program in a recognized institute.</li> <li>Valid registration from SCHS as a consultant.</li> <li>Valid Basic Life Support certification.</li> </ol> </li> <li> <b>Required Work Experience for the Consultant:</b> <ol style="list-style-type: none"> <li>Minimum of three (3) years professional experience after obtaining board certification in the specialty. <u>OR</u></li> <li>Three (3) years professional training/experience in Oral and maxillofacial surgery after obtaining the Saudi Board.</li> </ol> </li> </ul>

### 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

Preventing, diagnosing and treating diseases and injuries affecting the soft and hard tissues within the mouth, jaws, teeth, gums, and facial structures. Their primary responsibilities include extractions, implant placement, and managing odontogenic and all other oral infections and pathologies. Further, surgically correcting facial and jaw deformities and fractures. In addition to monitoring the treatment provided impacts and outcomes

### 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 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

1. Obtaining a detailed dental history from patients and evaluate their medical history.
2. Carrying out a comprehensive clinical examination (extraoral and intraoral).
3. Identification of risk factors, diagnosis and treatment of odontogenic and all other oral infections and pathologies while considering patients' mastication, speech, and aesthetic and its impact on their well-being.
4. Provide oral screening to diagnose oral cancer and pre-malignant diseases.
5. Provide head and neck evaluation to diagnose dentofacial deformity.
6. Evaluate and diagnose dental and non-dental chronic orofacial pain
7. Evaluate the diagnose TMJ dysfunction.
8. Interpret intraoral and extraoral diagnostic images for the head and neck region, including x-rays and Cone Beam Computed Tomography (CBCT) as they relate to oral and maxillo-facial diagnosis and dental implant therapy.
9. Utilize adjunctive medical laboratory studies to diagnose oral pathologies and plan the surgical procedure accordingly
10. Record patient information in a logical, legible and secure way.
11. Formulating an evidence-based treatment plan considering the teeth of concern.
12. Communicate clearly with patients and explains treatment plan to obtain informed consent.
13. Participate in the On call Rota of the department and for patient care of admission

#### Analgesia

Provide local and regional block anesthesia confined to the head & neck area.

Preventive Care	<ol style="list-style-type: none"> <li>1. Oral health education and oral hygiene instruction.</li> <li>2. Dietary counseling.</li> <li>3. Communicate and consult with patient's primary care physician to ensure patient centered care approach.</li> </ol>
Surgical Care	<ol style="list-style-type: none"> <li>1. Provide the care to children, adolescents, and adults</li> <li>2. Provide patient care in out-patients and in-patient set up.</li> <li>3. Manage chronic pain conditions such as oral mucositis, bisphosphonate-related osteonecrosis of the jaws, oral pathology related to radiation therapy, neuralgias.</li> <li>4. Manage chronic pain conditions such as oral mucositis, bisphosphonate-related osteonecrosis of the jaws, oral pathology related to radiation therapy, neuralgias.</li> <li>5. Manage pre-malignant lesions of the oral cavity such as leukoplakias or erythroplakias.</li> <li>6. Manage Oral health of patient undergoing cancer therapy, organ transplant and other conditions that requires concurrent oral intervention during the course of medical care.</li> <li>7. Perform simple and complex tooth extraction.</li> <li>8. Surgically excise any pathological tissues.</li> <li>9. Performing biopsies.</li> <li>10. Surgical exposure of un-erupted tooth.</li> <li>11. Socket preservation</li> <li>12. Minor oral surgeries of the soft tissue and hard tissue.</li> <li>13. External and internal sinus lift</li> <li>14. Ridge augmentation</li> <li>15. Abscess incision and drainage.</li> <li>16. Work to develop dental implant site by means of soft tissue, and hard tissues preservation or reconstruction, such as: <ul style="list-style-type: none"> <li>• Ridge augmentation.</li> <li>• Internal and external sinus floor elevation.</li> <li>• A minimal traumatic extraction.</li> <li>• Alveolar ridge preservation.</li> </ul> </li> <li>17. Dental implant surgical placement as per the planned treatment with the multidisciplinary team (or Prosthodontist).</li> <li>18. Dental implant monitoring and maintenance procedures.</li> <li>19. Dental implant complication: management of short term and long-term complications that may occur around dental implants through non-surgical and surgical management of peri-implant disease including implant removal.</li> <li>20. Surgical management of dentoalveolar traumas and fractures.</li> </ol>

	<p>21. Work as an effective member in multidisciplinary team to manage malocclusion and other craniofacial abnormalities in patients with un-usual conditions such as:</p> <ul style="list-style-type: none"> <li>• Patient with cleft lip and palate,</li> <li>• Patient with under oncology therapy or with history of cancer therapy</li> <li>• Patient with history of dentoalveolar trauma</li> <li>• Patient with TMJ disorders.</li> <li>• Patients with major dentofacial abnormalities requiring orthognathic surgery.</li> </ul> <p>22. Operates in the OR within his/her approved privileges.</p>
Endodontic Care	Management of large lesions of endodontic origins in collaboration with endodontists.
Emergency Care	<ol style="list-style-type: none"> <li>1. Provide emergency treatment and palliative interventions to dental pain, oral tissue irritations, dentoalveolar and facial fractures.</li> <li>2. Manage post-surgical complications.</li> <li>3. Placement of sedative dressing, incision and drainage.</li> <li>4. Manage oral infections by utilizing antibacterial, antiviral, anti-inflammatory, and anti-fungal medicaments. Participate as an on-call to be contacted at any time while in town.</li> </ol>
Out-of-Scope Practices for Oral and Maxillofacial Surgeon	<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:

