

## **ALBERTA CHILDREN'S HOSPITAL PEDIATRIC DENTAL CLINIC DIRECTOR**

### **DATES**

June 1, 2024 – May 31, 2027 (Three Years)

### **QUALIFICATIONS**

This leadership position is open to current active members of the Section of Dentistry and Oral Health, Department of Surgery, Calgary Zone AHS. In addition, they must be either a pediatric dentist, or a dental specialist, who works at the Dental Clinic in the Alberta Children's Hospital. The ideal candidate will have demonstrated an interest in surgical leadership and will have a respected profile in the dental community. They will have effective communication skills and a track record of engaging their team members.

### **Deliverables**

They will provide leadership of all dentists and dental specialists that work in the clinic. They represent pediatric dentistry at ACH.

### **Clinical:**

- Establish inclusion and exclusion criteria for pediatric dental patients to be seen in the clinic, following best practices guidelines.
- Provide direct patient care in ACH Dental Clinic on a routine basis. Treat special needs children both in clinic and in the ACH OR.
- Responsible for the quality of work of the other staff dentists and specialists working in the clinic with a goal of providing quality, efficient, evidence-based clinical care to all patients served.

### **Management:**

- Collaborate with Division Chief, Pediatric Dentistry and Section Chief, Dentistry and Oral Health.
- Pediatric dentist's meetings: Collaborate with Division Chief to prepare agenda, and minutes (Quarterly).
- Receives allocation of Main OR time from Division Chief Pediatric Dentistry and assigns the OR time for clinic pediatric dentists.
- Responsible for scheduling of ACH dental clinics for pediatric dentists, orthodontists, and oral and maxillofacial surgeons.
- Develops/reviews and updates clinical protocols and procedures for the ACH Dental Clinic.
- Organization of dental supplies and equipment, etc. for the ACH Dental clinic in collaboration with professional and support staff.
- Collaborate with ACH administration in management of dental clinic; includes unit manager, patient care manager, ambulatory care executive director, OR manager, etc.
- Provides input on dental support staff performance.

- Collaborate with dental clinic coordinator on the utilization of staff, scheduling templates, and booking.
- Participates in recruitment and selection of dental support staff.
- Works with the clinic manager to assure quality and patient oriented clinical activities.
- Attend meetings with the dental clinic coordinator, unit manager, patient care manager, Division Chief, and Section Chief to review ACH Dental clinic operational status and general direction. (Quarterly)
- Determine, evaluate, and interpret key performance metrics in collaboration with the operations team and Division and Section chief.
- Collaborate with cleft palate clinic director and team as required.
- Responsible for preparation of the Pre-Survey documentation for the accreditation of the ACH dental clinic.

#### **Education:**

- Prepare and give presentations on dental and oral health to various audiences, including dental and other health professionals and educators with Alberta Health Services.
- Supervise GPR residents during ACH rotations.
- Collaborate with GPR director to assist in the provision of educational materials (Lectures, workshops) to GPR residents.

#### **FTE and STIPEND**

0.05 FTE Medical Affairs Honorarium

#### **APPLICATION**

Please send your letter of intent, curriculum vitae and names of three referees to Dr. Adham Fares via email at [Adham.fares@ahs.ca](mailto:Adham.fares@ahs.ca)

#### **DEADLINE**

July 31, 2024

#### **INFORMATION**

For questions regarding this leadership position, please contact Dr. Adham Fares, Section Chief Dentistry and Oral Health ([Adham.fares@ahs.ca](mailto:Adham.fares@ahs.ca))