GROUP PRACTICE LEADER

Job Title: Group Practice Leader- Assistant/ Associate/Professor
Job Classification: Exempt, Monday-Friday (part-time or full-time) 8 am-5 pm
Job Location: Sacramento, CA / in-person
Supervisor: Assistant Dean of Faculty Affairs
Education: DDS/DMD degree from a CODA accredited U.S. dental school or equivalent and Active California Dental License or ability to obtain California Dental License within 6 months of date of hire
Compensation range: DOE

Position Overview: California Northstate University College of Dental Medicine (CNU CDM) is seeking highly motivated full-time faculty to join our vibrant dental education community. This position will play a pivotal role in shaping the future of dentistry by providing clinical training to predoctoral students enrolled in our Doctor of Dental Medicine (DMD) program. Group Practice Leaders (GPL) are general dentistry practitioners or specialists who will be assigned to student clinical groups whom they will manage for the entirety of the students' clinical experience in the Predoctoral Dental Clinic. In addition to providing clinical oversight of student dental care provided at the clinic, the GPL will also be tasked with related administrative duties of running day-to-day clinical operations.

Day-to-day responsibilities:

- Schedule and lead faculty and student huddles as needed.
- Implemente policies and procedures in clinic, ensuring compliance of students and clinic faculty with clinic manual and provide guidance on clinical and administrative duties of part-time and full-time clinical faculty.
- Monitor clinic outcomes for quality assurance, complete chart audits to ensure completeness and no missing charges or unapproved notes.
- Assign faculty to student cases/manage clinic team or group practice, reassign student duties during the clinic session depending on clinic needs, coordinate student procedure needs and facilitate with patient scheduling, requirements tracking.
- Lead and mentor faculty and students in communication with dental labs. Ensure quality evaluation prior to cases being sent to labs. Monitor laboratory challenges and remakes and reporting to Quality Assurance.
- Address patient care issues and complaints, mediate faculty-student disagreements, and student-student disagreements.
- Support the course director at the end of each trimester regarding student attendance, progression and clinic performance.
- Oversee and participate in on-call coverage outside of clinical hours and ensure patient follow up care.
- Ensure all care is assigned to a treatment plan and financial agreements and consents have been made prior to the delivery of care.
- Ensure all cases are signed off and closed at the end of each appointment.

Administrative Responsibilities:

- Oversee and support dental student and Faculty in the delivery of patient care in the Predoctoral Dental Clinic, including diagnosis, treatment plan sequencing and optional plans, consents, financial agreements, start checks, progress checks, final checks, clinical notes, AxiUm forms, lab forms, and prescriptions.
- Monitor daily clinic operations to ensure patient care is delivered efficiently and appointments are completed in a timely manner. Ensure students and faculty complete treatment, documentation, and patient dismissal processes before the end of each clinic session.
- Monitor student progress in clinic in terms of patient encounters, procedure experience, and provide feedback to students on their clinic performance progression each term.
- Work with Associate Dean of Clinic Affairs, Chief Dental Officer, Patient Care Schedulers, Quality Assurance/Standard of Care Committee, Dental Clinic Supervisor and other clinical faculties to meet administrative and clinical needs of the Predoctoral Dental Clinic.
- Lead group practice all-team meetings, participate in quality assurance, clinical and administrative meetings as needed.
- Meet roughly lx/week with Associate Dean of Clinic Affairs to discuss and implement new policies and procedures as result of continuous self-assessment of the program. Obtain clinic faculty feedback on individual student performance in collaboration with the course director on a weekly basis
- Act as a liaison on student clinical performance to Student Performance Committee, identify struggling students and support remediation strategies to keep them on track for graduation.
- Act as a liaison on faculty development and performance and collaborate with Associate Dean of Clinic Affairs and Assistant Dean of Faculty Affairs.
- Reinforce updates to clinic protocols, assessments with students.
- Complete incident reports, faculty performance issues to the Dean of Clinics, manage patient or core matters in the clinic, report AxiUm and MiPACs technical issues.
- Contribute to ongoing development and enhancement of the DMD curriculum.
- Stay current with latest advancements in clinical practice and evidence-based dentistry.
- Engage in service to CNU CDM in the form of active committee membership, student advisement, community service, and initiatives that uphold the mission and advance the development of the College and University
- Other responsibilities as assigned

Position Requirements:

- DDS/DMD degree from a CODA accredited U.S. dental school or equivalent
- Candidates with overseas licenses must also have completed DDS/DMD or specialty training in a CODA accredited U.S. dental school
- Active California Dental License or ability to obtain California Dental License within 6 months of date of hire

- Current BLS certification

Preferred Qualifications:

- Excellent communication, interpersonal, and organizational skills
- Dental managerial experience
- Minimum of 3 years of clinical experience and comfortable supervising student dentist treatment
- Demonstrated commitment to teaching and mentorship
- Demonstrated commitment to diversity, equity, inclusion, and student success

Essential Functions/Physical Demands:

Applicant should be able to perform tasks associated with practicing or teaching general dentistry or their recognized specialty, including but not limited to exhibiting motor functions for hand instrumentation and use of high and low-speed handpieces for operative, restorative and surgical procedures. Accommodation can be arranged if there is a limitation in being able to perform certain functions.

Workplace Conditions:

Applicant should have flexibility to assist in facilitating in didactic class discussions, facilitate in preclinical simulation lab exercises by demonstrating proper hand skills to students, and oversee clinical treatment by dental students in predoctoral dental clinic in general dentistry or their recognized specialty. Work assignments are determined by the Assistant Dean of Faculty Affairs.

Interested applicants should submit the following items for consideration:

- Letter of Interest
- Curriculum Vitae/Resume
- Teaching Statement/Philosophy
- Names of three references
- Recent anonymous student evaluations (if available)

Please send all correspondence and requested application materials directly to hr@cnsu.edu or heather.hawkins@cnsu.edu the subject line "Group Practice Leader Application".

CNU CDM is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.