

## DOCTOR IN DENTAL SURGERY JOB DESCRIPTION

<b>POSITION TITLE</b>	<b>Dentist (Doctor in Dental Surgery – DDS)</b>
REPORTS TO:	Senior Doctor
DEPARTMENT:	Medical – Marine
NUMBER OF STRIPES:	3.0

### Basic Function

Dental care for guests as they request it and depending on the onboard capabilities to address emergency needs and general dental care. Crew dental care to include preventative dental care, dental hygiene, dental hygiene education, and dental emergencies comprising extraction, dental fillings, x-ray and general attention and care of dental origin infections.

### Position Summary

To provide dental services to all Crewmembers and, when required, Guests. The Dentist or DDS shall assist the Staff Captain and Senior Doctor in all shipboard dental health-related matters including dental hygiene education, dental hygiene campaigns, dental trauma management, dental emergencies management as limited by the onboard dental capabilities.

In order to consistently exceed guest expectations and provide the highest levels of product and services, additional duties and responsibilities may be assigned as needed.

### Required Documents upon Boarding:

DDS must bring the following documents or their photocopies with them when they arrive to the ship: Dental School Diploma or equivalent, Dental Specialization Diploma if one is available, and professional license certificates that are valid for the entire lengths of their contract. It is the responsibility of the dentist to take the courses and tests that are necessary to keep these licenses valid along with any necessary post graduate credits.

### ESSENTIAL FUNCTIONS

- Reports directly to the Senior Doctor, and for medically related issues, reports directly to the Director of Medical Operations or the Chief Medical Officer.
- Serves as advisor to the Master and Staff Captain on all matters related to dental services, Guest, and Crewmember dental health matters.
- Holds a Basic Safety Course Certificate and appropriate licenses and certificates as required by regulations.
- To be present during all clinic hours when on duty or as required by the demands of the clinic. Supervises and provides competent dental care to both Crewmembers and Guests as required, keeping the Master and Staff Captain advised of all matters of consequence.
- Responds to dental emergencies, and supports the medical team as feasibly possible in medical emergencies.
- Manages dental appointments, with the support of the onboard medical secretary, in a way that avoids individuals waiting outside of the medical facility for dental services.
- Oversee inventory of dental supplies and monitors dental budget. The DDS, together with the rest of the medical team, is responsible for the annual budgeting of the Medical Center's consumable supplies and medications.
- Conserves a confidential relationship between dentist and patient. However, if the dentist suspects a serious contagious illness which could affect the well-being of others, the dentist will report directly to the Senior Doctor and shore side to the Director of Public Health, Director of Medical Operations and Chief Medical Officer.
- Preserves a professional working atmosphere. This includes providing adequate privacy while examining patients..
- The DDS will be able to prescribe controlled substances being responsible to follow company policy and our SQM policy which is in compliance with United States Drug Enforcement Agency DEA. As such, the Dentist will support the medical team in contributing to oversee the administration and safekeeping of all medications and drugs in

accordance with regulations and Company policy. At least once a month or when there is a change in medical staff, a drug count shall be held, which the Staff Captain or the Chief Security Officer shall be present to verify.

- The dentist will receive a copy of the narcotics lock for the doctors, and the dental assistant will receive a copy of the key assigned to the nurses. For all Controlled Substances actions, and protocols, the dentist will follow the same procedures as a physician, and the dental assistant will follow the same procedures as the nurses.
- The DDS shall have an understanding of the Safety and Quality Management System (SQM) for Royal Caribbean ships and Quality, Environmental and Safety Management System (QESMS) for Celebrity ships, including responsibilities in the Safety Organization according to the Emergency Plan and Station Bill.
- The DDS shall stay in close contact with the Director of Medical Operations, Vice President of Medical Operations Administration and Chief Medical Officer as necessary and for all dental related methods and practices.
- The DDS primary responsibility is the dental care of guests and crew members.
- Performs other related duties as assigned or as directed. The omission of specific duties does not preclude the supervisor (Senior Doctor, Staff Captain or Director of Medical Operations) from assigning duties that are logically related to the position or that the position could be of help.
- The DDS will document in the patient's medical record the nature of the consultations, past medical or dental histories, physical examination findings, diagnoses and differential diagnosis, analysis of the cases, laboratory findings, referrals, plans of action, etc.
- The DDS will write the respective clinical notes on our electronic medical records system SeaCare. As such, each dentist will receive credentials for the use of this program.
- The DDS will follow the company billing practices accordingly.
- The DDS is not authorized to waive medical or dental fees except in those cases where company policy specifically indicates that there are no medical charges. The Staff Captain or the Ship's Master are the only ones authorized to waive any dental or medical fees. In that case, this must be specified in the patient's medical record.
- The dental assistant reports directly to the DDS, and the Medical Secretary will support the DDS in all administrative tasks as requested by the dentist.

## **DIMENSIONS**

The DDS primary responsibility is the dental care of guests and crew members while promoting adequate dental health practices amongst the crew.

## **NATURE AND SCOPE**

- The Doctor in Dental Surgery or Dentist position is considered to be a Senior Management position, as such, the behavior on board the ship must be impeccable and characterized by courteous treatment of guest and crew. The decorum outside the Medical Center must be of the highest standards. Excessive alcohol intake is unacceptable.
- The incumbent must be able to work in a multi-cultural environment; also, must be able to adjust to changes in schedules, assignments and deadlines.
- The DDS makes a commitment to our company that he or she is competent to handle the dental situations that can be expected to arise abroad a cruise ship.
- The dentist will, at all times, carry a two-way communication device or a handphone, ready to respond to emergencies.

## **QUALIFICATIONS**

- Three years minimum clinical experience, not including social or rural mandatory service, in general dental care setting, after completion of a recognized Dental training program is required.
- Must have Basic Life Support BLS
- Three-year experience in simple dental extractions, dental restorations, dental fillings and oral hygiene procedures. Management of pain (be able to perform pulpectomy, incision and drain of abscesses, suture of wounds, and management of infections, and aesthetic urgencies.
- Intermediate to Advanced verbal and written level of English is required.

## **EDUCATION**

- Doctor in Dental Surgery or Dentist Degree from a recognized College or University is required.
- Active, current dental license in good standing in Country or State/Province of origin is required.
- Completion of a recognized dental specialty training program is required, in at least one of the following: General Dental Practice, Endodontics.
- BLS training is required

## **ATTRIBUTES**

- Passionate about hospitality and customer service driven
- Must have a professional appearance and good hygiene
- Respect for all co-workers and guests
- Pride in your work by creating positive energy, excitement and fun
- Able to work 7 days a week
- Demonstrate positive behaviors; smiling, being polite and courteous
- Able to develop a camaraderie with team members
- Ability to live in close quarters, share limited space with other cabin-mates

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, all team members are required to stand; walk long distances on the ship; use hands to touch, handle or feel; reach with hands and arms; talk, hear, taste and smell. All vessel positions require repetitive motion of bending, climbing, going up and down stairs and being able to lift up to 50 pounds. This job requires specific vision abilities to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- All team members must be physically able to participate in emergency life saving procedures and drills. All vessel positions require full use and range of arms and legs as well as full visual, verbal and hearing abilities to receive and give instructions in the event of an emergency including the lowering of lifeboats.
- Work within different temperature changes—indoors to outdoors.
- Able to pass basic safety course.
- This is a minimal description of duties. Other work requirements may be necessary and assigned as business or maritime law dictates.