

## Duty Statement

### Dental Consultant

1. Develop educational materials and train school staff on requirements of Dental Disease Prevention Program. (Code 1)
2. Deliver supplies and training materials (fluoride, dispensers and packets, cups, napkins, toothbrushes, toothpaste) as necessary to accomplish program mandates. (Code 1)
3. Analyze data collected from school staff annually to identify gaps or duplication of dental disease prevention and oral health services to students and their families. (Code 14)
4. Develop strategies to improve the delivery and coordination of dental and oral health services. (Code 14)
5. Coordinate dental and disease prevention activities with school nurse(s) and other staff to assure program mandates or desired goals are being accomplished. (Codes 13,14)
6. Develop educational materials and train school staff on requirements of Dental Disease Prevention Program. (Code 1)
7. Assist school staff in reviewing and maintaining dental health records. (Code 2)
8. Develop Denti-Cal/Medi-Cal referral sources such as directories of Denti-Cal/Medi-Cal providers and managed care plans that provide Denti-Cal/Medi-Cal covered services. (Code 4)
9. Notify parents, guardians, emergency personnel and other authorized persons when children need to be sent home or to the dental provider. (Code 2)
10. Arrange for or provide translation services (oral, written or signing) that assist the individual to access and understand the dental health services and/or treatments covered by Denti-Cal/Medi-Cal. (Code 12)
11. Maintain the dental consultant's office in a clean and safe condition, maintain inventory and order dental supplies and materials as necessary for the program. (Code 2)
12. Compile data for reports of oral health issues including results on dental screenings, fluoride treatments, sealant programs and oral health trainings. (Code 2)
13. Prepare a list of students with dental health problems and make appropriate referrals to Denti-Cal/Medi-Cal. (Code 4)
14. Investigate and explain Denti-Cal/Medi-Cal eligibility rules and the Denti-Cal/Medi-Cal eligibility process to prospective applicants. (Code 6)
15. Schedule or arrange transportation to Denti-Cal/Medi-Cal covered services. (Code 10)

## Duty Statement

### Dental Consultant

16. Make referrals for and/or coordinate dental examinations and necessary oral health evaluations for specific students as required. (Codes 4, 8)
17. Administer prescribed treatments or medications according to dentist's instructions and established District procedures, and maintain related records. (Code 2)
18. Assist in coordinating mandated dental screenings, schedule screenings, set up screening areas, and prepare related packets. (Code 2)
19. Screen students for dental and oral health and other health conditions and notify appropriate personnel and parents of dental health conditions. (Code 2)
20. Refer and/or follow-up on students for necessary dental health services covered by Denti-Cal/Medi-Cal. (Codes 4, 8)
21. Refer and/or follow-up on students for necessary non-medical services covered by social, educational or vocational programs in the community. (Code 3, 7)
22. Inform children and their families on how to effectively access, use, and maintain participation in all dental and oral health resources under the Denti-Cal/Medi-Cal program. (Code 4)
23. Assist in the identification of children who could benefit from the dental health services provided by Denti-Cal/Medi-Cal as part of an outreach campaign. (Code 4)
24. Perform collaborative activities with district or other agency staff to develop strategies to improve the delivery of Denti-Cal/Medi-Cal covered services to the school or district. (Code 14)
25. Coordinate training that enhances early identification, intervention, screening, and referral of students with special oral health needs to Denti-Cal/Medi-Cal. (Code 14)
26. Attend variety of in-service trainings, workshops and conferences as directed to maintain professional competence. (Code 1)
27. Attend meetings and conferences involving Medi-Cal Administration. Complete quarterly time surveys to capture MAA activities. (Code 15)
28. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
29. Reviewing school policies, procedures, or rules. (Code 16)
30. Completing personal mileage and expense claims. (Code 16)
31. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)