



PROFESSIONAL POSITION DESCRIPTION

Position Title: Clinical Manager
Department: Dental Health
Location: Bangor Campus College Center
Schedule: Monday through Friday, 8:00 am to 5:00 pm, with evenings and weekends as needed
Work Year: 11-months (with one month off in June or July)
Reports to: Nancy Foster, Dental Health Program Coordinator

STATEMENT OF THE JOB: The Clinical Manager provides leadership for the allied dental education operations primarily within the dental hygiene program by supervising and instructing students, assessing clinical competency, and supporting student progress. This role oversees clinic scheduling and external clinical rotations while collaborating closely with faculty and front office staff to ensure efficient operations and completion of clinical requirements. The Clinical Manager also supports faculty onboarding and calibration, advises students, and ensures compliance with CODA standards, CDC guidelines, and OSHA requirements, contributing to accreditation efforts and continuous improvement of clinical programs.

ESSENTIAL FUNCTIONS:

Clinical Instruction & Student Supervision

- Provide direct clinical instruction and supervision to first and second year clinical dental hygiene students during patient care sessions.
- Assess student performance, providing feedback and guidance to ensure competency development. Grade radiographs, track clinical progress, and serve as a clinic advisor to up to six students per semester.
- Provide coverage for absent faculty members during clinical or preclinical sessions as required.
- Scheduled for one to two days of clinical teaching in the Bangor dental hygiene clinic and designated external rotation sites, including the UMA Lewiston Dental Clinic.

Clinic Supervision, Operations & Management

- Oversee clinic-related activities and work closely with front office staff to ensure efficient patient scheduling.
- Develop and maintain the dental hygiene clinical schedules, learning management system spaces for clinic updates and announcements and coordinate with the faculty course directors to ensure that schedules align with the course syllabi.
- Draft the Dental Assisting program clinical rotation schedule and obtain and manage Affiliation Agreements with the dental practices.
- Generate clinical software reports and work collaboratively with front desk staff to maintain a full patient schedule and ensure students are assigned appropriate case types to meet clinical requirements.
- Recruit and provide off-site and on-site support for external clinical rotations sites.



- Participate in the annual update of the program's clinic manual and other essential clinic documents and forms.

Faculty Support & Development

- Assist in the onboarding, training, and evaluation of clinical faculty.
- Assist with faculty and new student orientations and provide ongoing support to ensure effective clinical instruction.
- Plan and co-lead clinical faculty calibration workshops.

Student Advisement & Support

- Coordinate with the faculty course directors to monitor student attendance and performance and implement remediation plans as needed.
- Participate in student clinical orientation sessions.

Accreditation & Compliance

- Ensure clinical activities adhere to Commission on Dental Accreditation (CODA) standards and institutional policies.
- Assist in the preparation and submission of accreditation reports and documentation. Utilize Adobe Acrobat Pro software to organize CODA reports and self-studies.
- Monitor CDC, OSHA, and CODA updates and implement operational changes as needed.

Note: UMA reserves the right to change or assign additional duties as necessary.

SUPERVISORY RESPONSIBILITIES: This position has one direct report.

BUDGET RESPONSIBILITIES: Responsible for monitoring grant and contract budgets, preparing expenditure documentation, and supporting accurate and timely financial reporting in compliance with sponsor guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Computer literacy: MS Office Suites, Google Suites, Learning Management Systems, and electronic dental software systems (e.g. Eaglesoft, Fuse)

REQUIRED QUALIFICATIONS:

- Minimum of an Associate's degree in dental hygiene
- 2000 hours of clinical experience (minimum 1 year)

LICENSES/CERTIFICATIONS:

- An active Maine RDH license in good standing or Maine Licensed Dentist in good standing



- Current CPR certification (or will complete within 3 months of hire)

PREFERRED QUALIFICATIONS:

- CDA with Maine Radiographer license in good standing
 - Maine EFDA License in good standing
 - Bachelor's degree or matriculated in a Master's degree in health, education or related field
 - Knowledge of the Adobe Acrobat Pro software
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WORKING CONDITIONS:

The individual in this position should be able to perform in the following working conditions with or without accommodations:

- Exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.
 - Required to have close visual acuity to perform several of the essential duties including preparing documents and viewing a computer terminal
 - Occasionally encounter dirt, dust, fumes, odors, wetness/humidity, and/or vibration
 - Regularly use their fingers and hands to accomplish required duties including keyboarding
 - Frequently work in areas with mechanical or electrical hazards
 - Required to work in confined spaces
 - Occasionally need to travel to perform the required duties of the position
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For Human Resources Use

Date Approved:

Date Revised: 1/20/2026

Job Family:

Salary Band: 1

Unit: UMPSA

Position #: 00021379