4R

R1 **Role**

R2 **Responsibilities**

R3 **Results**

R4 **Requirements**

Associate Orthodontist

Guide sound treatment and consistent patient care.

Team
Doctors

Reports to
Owner Doctor

Inside
4R, interview guide, 90-day plan, job post

R1 The role

As Associate Orthodontist at [Practice Name], you are part of the Doctors team and report to the Owner Doctor. You diagnose orthodontic conditions, develop treatment plans, and guide patients from their first consult through retention. You work with clinical assistants, treatment coordinators, scheduling staff, and referring dental providers to keep care coordinated and patients informed. This seat adds doctor capacity while maintaining the practice's standards for clinical quality, patient experience, and continuity of care.

R2 Responsibilities

Diagnosis and Planning

- Conduct orthodontic consults, review medical and dental histories, and evaluate growth, occlusion, and patient goals.
- Interpret photographs, scans, radiographs, and other diagnostic records to develop individualized treatment plans.
- Explain treatment options, risks, limitations, retention needs, and expected timelines so patients and guardians can make informed decisions.
- Coordinate complex treatment plans and referrals with the Owner Doctor, general dentists, and other dental specialists.

Treatment and Retention

- Perform bonds, adjustments, and debonds, and direct clinical assistants within their permitted duties.
- Plan and monitor aligner treatment, assess tracking, and prescribe refinements when clinically indicated.
- Evaluate progress against treatment goals and adjust mechanics or timing when tooth movement or patient needs change.
- Confirm readiness for debond, prescribe retainers, and evaluate retention visits and appliance concerns.

Patient Experience

- Build trust with children, teens, adults, and guardians by explaining what will happen at each orthodontic visit.
- Coach patients on oral hygiene, elastics, aligner wear, and retainer use without blame or pressure.
- Assess urgent orthodontic concerns and communicate clear next steps to patients and the clinical team.
- Address dissatisfaction about progress or treatment length with a documented explanation and follow-up plan.

Team and Patient Flow

- Lead daily clinical huddles to flag complex adjustments, bonds, debonds, and visits needing extra doctor time.
- Coordinate with scheduling staff on appointment types, intervals, and doctor availability to support safe patient flow.
- Partner with treatment coordinators to resolve clinical questions on the pending list and support same-day starts only when clinically appropriate and the patient is ready.
- Complete clinical notes and orders promptly, and coach assistants on treatment protocols, handoffs, and escalation needs.

R3 Results at 90 days

Documented Clinical Treatment Progress	Patients progress toward individualized treatment goals, with delays and changes identified and addressed. Measure: The Owner Doctor reviews [number] active cases monthly for progress against documented milestones, with a goal of [goal] % having an appropriate next step recorded.
Informed and Supported Patients	Patients and guardians understand their treatment choices, home-care responsibilities, and next steps. Measure: The manager reviews [number] patient feedback responses monthly, targeting [goal] % reporting clear explanations of care and next steps.
Reliable Clinical Record Completion	Clinical records clearly capture findings, treatment performed, consent discussions, and follow-up instructions. Measure: The Owner Doctor audits [number] charts weekly, targeting [goal] % complete within [timeframe].
Coordinated Starts and Visits	Patients ready for treatment receive timely clinical decisions and appropriate appointment plans without pressure to start. Measure: The manager and Owner Doctor review pending-list questions and start records weekly, targeting [goal] % of clinical questions resolved within [timeframe] and auditing same-day starts for clinical readiness and documented consent.
Consistent Finishing and Retention	Patients complete active treatment with documented finishing assessments and individualized retention plans. Measure: The Owner Doctor audits [number] completed cases monthly, targeting [goal] % with finishing criteria reviewed, a retention plan documented, and follow-up arranged.

R4 Requirements

Essential skills

- **Orthodontic diagnosis.** Interpret diagnostic records and translate findings into sound treatment plans for children, teens, and adults.
- **Clinical treatment.** Manage fixed appliances, aligners, treatment progress, finishing, and retention with attention to patient safety.
- **Patient communication.** Explain options, risks, consent, home care, and changes in treatment in plain language.
- **Clinical team coordination.** Give clear chairside direction, document decisions, and coordinate appointments and referrals.

Qualifications

- DDS, DMD, or equivalent dental degree.
- Completion of an accredited postgraduate orthodontic specialty program.
- Any license, certification or registration your state requires for this role
- Experience managing orthodontic cases through clinical practice or supervised specialty training.

Attributes

- Exercise sound judgment and seek input when a case falls outside your experience.
- Stay calm, respectful, and approachable when patients are anxious or the schedule changes.
- Welcome feedback, own mistakes, and help teammates improve without blame.

Interview guide

Six questions tied to the 4R. Ask for a real example every time, then check the answer against R3.

01 Diagnosis and Judgment

Tell us about a case where the diagnostic records changed your initial treatment recommendation, including what you noticed, how you changed the plan, and what happened.

Listen for: A strong answer shows careful interpretation of records, sound clinical reasoning, and willingness to revise an initial judgment.

02 Patient Trust

Describe a time a patient or guardian disagreed with your orthodontic recommendation, and explain how you handled the conversation and the outcome.

Listen for: A strong answer shows active listening, clear discussion of alternatives and risks, and respect for an informed decision without pressure.

03 Treatment Course Correction

Tell us about a fixed-appliance or aligner case that was not progressing as expected, including how you identified the cause and adjusted care.

Listen for: A strong answer shows systematic assessment, appropriate changes, documented communication, and follow-through on the patient's progress.

04 Clinical Team Leadership

Describe a time you coached an assistant after a chairside error or unclear handoff, including how you protected the patient and prevented a repeat.

Listen for: A strong answer shows immediate attention to safety, respectful accountability, and a practical improvement to training or communication.

05 Schedule and Starts

Tell us about a busy clinic day when a potential same-day start competed with scheduled patient care, and explain how you decided what to do.

Listen for: A strong answer shows coordination with the team, assessment of clinical readiness and capacity, and protection of patient choice and existing care commitments.

06 Finishing and Retention

Describe a case where a patient wanted braces removed before you felt treatment was complete, including how you discussed the options and managed the outcome.

Listen for: A strong answer shows clear finishing criteria, honest discussion of limitations, respect for patient autonomy, and a documented retention and follow-up plan.

90-day training plan

Hand this to your new hire on day one. Training starts on the hire date and runs through a 90-day review against R3.

`Days 1 to 30`

Learn Practice Clinical Standards

- Review diagnostic, treatment-planning, consent, emergency, and retention protocols with the Owner Doctor, using sample cases to clarify expectations.
- Shadow the Owner Doctor during consults, bonds, adjustments, debonds, and aligner checks, then begin patient care with case review and feedback.
- Train with the Clinical Lead and Scheduling Lead on charting, clinical handoffs, appointment templates, pending-list questions, and same-day start readiness.

`Days 31 to 60`

Build Consistent Patient Care

- Manage an agreed patient schedule with the Owner Doctor reviewing complex plans, treatment changes, and selected finishing decisions.
- Practice clear chairside direction and huddles with the Clinical Lead, and review appointment timing and handoffs with the Scheduling Lead.
- Review chart audits, patient feedback, and treatment progress with the Owner Doctor weekly, and act on specific coaching points.

`Days 61 to 90`

Confirm Readiness and Consistency

- Manage the agreed clinical schedule with the Owner Doctor available for consultation and clear escalation criteria for complex cases.
- Audit active treatment, completed cases, and retention plans with the Owner Doctor to confirm documentation and clinical consistency.
- Complete a 90-day review with the Owner Doctor and practice manager to assess results, identify remaining support needs, and set the next development goals.

90-day review date: [date] **Trainer:** [name]

Team member signature _____ Date _____

Manager signature _____ Date _____

Job post, ready to publish

Fill in the brackets and post it on Indeed, your website and your social pages.

Now hiring

[Practice Name] is hiring an Associate Orthodontist

You know a great orthodontic visit takes sound clinical judgment and a team that works well together. At [Practice Name], we're looking for an Associate Orthodontist who can explain the plan, put an anxious patient at ease, and enjoy a little chairside humor along the way.

You're a fit if

- You make treatment recommendations based on clinical findings and the patient's goals, not pressure to start.
- You can explain braces, aligners, and retainers without making patients feel like they need a dental dictionary.
- You give assistants clear direction and treat every teammate with respect.
- You ask thoughtful questions, welcome feedback, and own your decisions.
- You have completed orthodontic specialty training and hold the credentials required to practice in our state.

What you'll do

- Lead consults, review diagnostic records, and develop individualized orthodontic treatment plans.
- Provide fixed-appliance and aligner care, from bonds and adjustments through debonds and retention.
- Work with treatment coordinators and scheduling staff on patient questions, appropriate same-day starts, and clear next appointments.
- Partner with the Owner Doctor and clinical team to review progress, solve treatment challenges, and keep records current.

What we offer

- Compensation: [pay range] and [compensation structure].
- Benefits: [benefits].
- Schedule and location: [schedule] at [location].
- Professional support: [mentorship and continuing education support].

Send your CV and a short introduction through [how to apply].