

## Position Description

Title of position:	Dentist		
Department:	Dental		
Salary:	\$65,094 to \$85,389	Classification Code:	Level 1 to Level 3
Salary and award:	Victorian Community Health General Dentists (North Richmond, Healthability & Sunraysia) Multi-Employer Enterprise Agreement 2015-2017		
Position created:	2018	Region:	Loddon Mallee

### Position details

#### 1. Primary objectives

The Dentist will be responsible for the provision of a broad range of clinical duties including the provision of high quality conservative, prosthetic and emergency oral health care within the scope of the publically funded Community Dental Program, in accordance with Dental Health Services Victoria (DHSV) strategic direction and standards.

#### 2. Key Selection Criteria

##### *Qualifications*

- Approved qualification in Dentistry and current registration as a Dental Practitioner with AHPRA.
- Have registration, licences and provider numbers for Radiation, Medication and insurance requirements.

##### *Experience*

- Demonstrated expertise in all areas of Dentistry.
- Highly developed interpersonal and communication skills, and the ability to liaise with persons from diverse backgrounds and cultures.
- Good negotiation and assertiveness skills.
- Must be able to demonstrate high levels of creativity and flexibility in dealing with issues which arise in the health system.

##### *Knowledge*

- An understanding of the issue of confidentiality and knowledge of associated privacy Acts.
- Understanding of OHS and Infection Control standards particularly related to Dental Services.
- Knowledge of team dynamics and strategies to assist with team cohesiveness.
- Sound knowledge of Dental clinical practice, together with demonstrated commitment to maintain and update such knowledge.

##### *Personal abilities / aptitudes / skills*

- Demonstrated ability to communicate effectively with a wide range of people, including co-workers, patients, parents and other health professionals.
- Commitment to public health principles.
- Basic computer skills.
- Demonstrated ability to work as a team member and show leadership when required.
- Previous Public Dentistry experience.
- Experience with TITANIUM dental IT software.
- Demonstrated advance experience in infection control and/or OHS.
- Knowledge of local and state networks.
- Health promotion experience.
- Advanced computer skills.

#### 3. Specific accountabilities

3.1 Contribute to the effective and efficient provision of Dental Services by:

- Working in line with SCHS' Service agreement to meet targets.
- Ensuring that compliance with relevant Radiation licensing, medication administration and infection control standards are normal procedure in delivering Dental care.
- Contributing to the development and achievement of team and service goals by identifying Dental related issues at local and regional levels assisting with developing appropriate strategies to address these issues and evaluating the outcomes.
- Assessment and diagnosis of oral health disease ensuring a focus on early intervention.
- Providing a consultancy service to other staff and agencies as appropriate about the provision of Dental services in a primary health care setting.
- Participating in team meetings, client review meetings, service planning and evaluation and other forums to assist with the effective and efficient provision of services.
- Maintaining equipment and resources needed for effective service delivery
- Participating in staff development activities.
- Provision of in-service training to other health care workers and community members, regarding the prevention of, and early intervention of people at risk to oral health disease.

- Provision of supervision to students as per SCHS, DHSV and Latrobe university requirements.
- Ensuring documentation in client files is prompt, relevant, accurate and reflective of a professional approach to work practice.
- Formulating, recording and managing individual care plans.
- Ensuring that accurate information is recorded and provided for the purposes of care planning and accurate data collection.
- Regularly reviewing quality and output performances of Dental Services provided.

#### 4. Maintain general health service requirements by:

- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- Participating in team initiatives, including regular staff meetings in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organization.
- Participating in staff appraisal/professional development review process at least annually.
- Participating in the quality and safety system by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services.
- Maintaining a high level of personal hygiene and practices, demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Adhere to Sunraysia Community Health Services' 'Code of Conduct' for employees.
- Completing online QUIT Brief Intervention training and integrating smoking cessation into service provision.
- Complying with OH&S, WorkCover and EEO requirements by supporting the overall quality and safety system to provide a safe and healthy work environment, free from sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent / minimize injuries and illness to self and others, and by utilising appropriate personal protective equipment.
- Actively supporting and encouraging a safe work environment by identifying and reporting any health and safety hazards, accidents, incidents, property damage and mishaps in the workplace.
- Cooperating in reasonable workplace changes designated to assist in rehabilitation of self or fellow workers.
- Attending annual mandatory risk management service training – fire, emergency and manual handling.

#### 5 Conditions of employment

- The details of the position may be adapted to changing organizational requirements as determined by service-wide planning processes and or directives stipulated by the funding source
- Must pass and maintain a suitable pre-employment Police Check. Employment may be terminated as a result of details disclosed in a Police Check report. Incumbent must provide SCHS with evidence of currency on a 3 year basis and as required.
- As the position will be engaged in child-related work, a satisfactory Working with Children's Check will be required, the cost of which will be met by the incumbent. Employment may be terminated as a result of details disclosed in a Working with Children's Check report.
- All positions are subject to a probationary period of up to six months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency, if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Adhere to SCHS policies and procedures and safely utilize resources provided (eg SHCS motor vehicles)
- Ensure client and staff confidentiality is maintained at all times
- Some out of hours work may be required from time to time, but will be managed in a manner that ensures work/life balance.
- Maintain a smoke free environment.
- National Immunisation Program: this position falls within the healthcare worker risk category A (refer to the SCHS staff immunisation procedure IC 001 PRO for further information)
- Discharge the duties and obligations of the role in a professional and competent manner.