



Position:	Senior Dental Officer
Classification:	In accordance with the Victorian Public Sector- General Dentists' Agreement
Department:	Primary Care Services
Reports to:	Executive Officer - Primary Care Services
Position Summary:	<p>The Senior Dental Officer, as a highly competent dental practitioner, is responsible for the provision of advanced range of efficient clinical duties within the scope of public and private funded dental services, including patients with disabilities and complex medical histories, and other more difficult clinical situations.</p> <p>The Senior Dental Officer possesses highly advanced skills to independently undertake clinical duties and provide direct patient care in accordance with the guidelines of the Integrated Oral Health Program and Dental Health Services Victoria's clinical standards to ensure the provision of high quality and efficient services.</p> <p>The Senior Dental Officer will provide advanced clinical leadership to other dental staff and less experienced dentists in accordance with DHSV clinical standards and policies to ensure the implementation, maintenance and provision of high quality and efficient services for patients.</p> <p>The Senior Dental Officer will, where appropriate, provide professional advice to the Swan Hill District Health (SHDH) Management.</p>
Responsibilities:	<p><u>Clinical Services & Patient Care</u></p> <ul style="list-style-type: none">• Provide direct patient care in accordance with DHSV clinical guidelines and policies and SHDH Policies and Protocols.• Maintain a professional approach in relation to work duties including the provision of quality customer service by:<ul style="list-style-type: none">- Undertaking duties in a professional manner when dealing with clients and the public including responding to enquiries and complaints according to SHDH policy.- Adhering to SHDH Clinical Incident & Complaint Reporting Policies.- All interactions with patients show appropriate responses to their needs and demonstrate the application of Swan Hill District Health's values.• Accurately assess and treat patients, and ensure appropriate referral of patients for specialist services.• Monitor waiting lists to ensure equity of access for patients as per DHSV policies.• Manage patient clinical complaints.• Maintain and process patient records in accordance with DHSV Clinical Record Standards and the Health Records Act 2002.• Is a clinical position requiring a full clinical load. Corporate management functions are the responsibility of the Dental Clinic Coordinator. <p><u>Education & Professional Development</u></p> <ul style="list-style-type: none">• Undertake professional development and continuing education.• Identify and support staff professional development through Performance Guidance as per SHDH policy.



Leadership & Support

- To work with dental staff to ensure cohesive and effective service provision
- Provide clinical supervision by providing professional support, clinical direction and leadership for dentist(s), dental therapists and dental assistants.
- Communicate effectively with all levels of management, clerical staff, clinicians, nursing & other health professionals, and DHSV as required with regards to matters pertaining to the dental service.
- To actively participate in Dental Department meetings.
- Ensure staff performance is appropriately managed as per SHDH Policy.
- To undertake other duties and responsibilities as may be reasonably required.

Key Selection Criteria:

- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) with minimum of three years experience as a Dental Officer in Australia
- Understanding of and adherence to the legislation and regulations that govern Dentists in Victoria
- Current Radiation Licence to carry out Dental Radiation Practice.
- Requirement for all dental practitioners to be credentialed and have their scope of clinical practice defined with SHDH before commencing employment and throughout employment with SHDH.
- Extensive experience in the provision of general practitioner oral health services for all age groups including sound knowledge of infection control practices.
- Effectively manage client expectations and manages client complaints, whilst understanding and educating patients on their rights and responsibilities.
- Demonstrated experience to treat clients who are physically and/or intellectually disabled, or other special need groups.
- Demonstrated High level of understanding of the management of dental public health programs including ability to supervise clinical staff.
- Demonstrated ability to communicate effectively with a range of community, professional groups and SHDH staff including written and verbal presentation skills
- Demonstrated high level knowledge of the management of dental public health programs including ability to provide leadership for dental staff.

Current CV/Resume: Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referees you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and discuss with the SHDH contact person.

Confidentiality:

Maintain strict confidentiality with reference to all matters relating to patients and SHDH business both within SHDH and outside.
Each employee has a responsibility to adhere to the Health Service's Confidentiality policy, as it is a condition of employment. Any breach of the rules of confidentiality relating to health service business, patients or medical records will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic)



Infection Control:	Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.
Continuous Quality Improvement:	<ul style="list-style-type: none">• To contribute to continual improvement in quality service provision by involvement in accreditation of the Health Service and associate quality assurance activities.• It is the responsibility of every staff member to be familiar with Health Service-wide and Department Policy & Protocols.• Each staff member is expected to demonstrate a commitment to best practice and to participate in quality improvement activities.
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.
Performance Appraisal:	Completion of Performance Appraisal on a yearly basis.
Salary/Award:	In accordance with the Victorian Public Sector- General Dentists' Agreement Level dependent on experience
Date Written Reviewed:	January 2010 October 2013 September 2015
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	