



<b>Position:</b>	<b>Dental Officer</b>
<b>Classification:</b>	In Accordance With The Victorian Public Sector – General Dentists' Enterprise Agreement 2018-2022.
<b>Department:</b>	Primary Care Services
<b>Reports to:</b>	Director - Primary Care Services Dental Clinic Coordinator
<b>Position Summary:</b>	<p>To deliver safe and comprehensive dental services, promote dental hygiene and preventative dental health education to ensure clients receive optimal dental care to improve their oral health status.</p> <p>The Dental Officer as a highly experience dental practitioner, is responsible for the provision of a broad range of clinical duties within the scope of publicly funded dental services, including patients with disabilities and complex medical histories.</p> <p>The Dental Officer possesses advanced skills to independently undertake clinical duties, infrequently requiring support or advice from a senior dental officer, in accordance with DHSV clinical standards and policies and Swan Hill District Health's Policy and Protocols to ensure the provision of high quality and efficient services.</p> <p>The Dental Officer will assist in providing leadership and work closely with other members of the dental team (Dentists, Clinic Coordinator, Dental Therapists, Dental Assistants and Administration) to ensure eligible members of the community have access to respectful, high quality and efficient public dental services.</p>
<b>Responsibilities:</b>	<p>The Dentist is responsible for the provision of high quality clinical services and for support of the management and daily operations of the dental clinic including providing high level of support to clinical staff, management of complaints relating to clinical issues, management of referrals from other practitioners, manages peer review assessments.</p> <p>In accordance with the Victorian Public Sector-General Dentists' Agreement - Level 2 or Level 3 Clinical Competencies.</p> <ul style="list-style-type: none"><li>• Manage patients within competency and experience levels as defined by the SHDH Credentialing and Privileges Appointment process</li><li>• Provide direct patient care in accordance with DHSV clinical standards and policies and Swan Hill District Health's Policy and Protocols.</li><li>• Maintain a professional approach in relation to work duties including the provision of quality customer service</li><li>• Accurately assess and treat patients, and ensure appropriate referral of patients for specialist services</li><li>• Maintain and process patient records in accordance with DHSV Clinical Record Standards and the Health Records Act 2002.</li><li>• Ensure high levels of customer service by:</li><li>• Undertaking duties in a professional manner when dealing with clients and the public including responding to enquiries and complaints according to SHDH policy.</li><li>• Undertake clinical supervision of other dental staff , where appropriate</li><li>• Undertake professional development and continuing education</li></ul>

	<ul style="list-style-type: none"> <li>• To work with dental and clerical staff associated with the Dental Department to ensure cohesive and effective service provision</li> <li>• Provide clinical support and advice to undergraduate students dental auxiliaries and less experienced dentists.</li> <li>• Maintains appropriate professional relationships with Dental Therapists (as required) and ensures the Dental Clinic Coordinator / Senior Dental Officer's input is provided as required.</li> <li>• To work with other Dental Department staff to optimize functionality of the database patient management system to maximize patient access.</li> <li>• To actively participate in Dental Department meetings.</li> <li>• Ensure that all dental programs and activities that impact the community involve appropriate community education.</li> <li>• Ensure the use of resources is aligned with activity</li> <li>• Actively participate in any capital or minor works equipment planning.</li> <li>• Actively participate in reviewing and providing advice on strategies to increase efficiency, effectiveness and productivity.</li> <li>• Provide oral health promotion and education to patients and parents in the clinical setting Assist in the undertaking of clinical reviews and performance management of staff •</li> <li>• Actively participate in allocated portfolio responsibilities</li> <li>• Identify and make recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery.</li> <li>• To participate in reviewing policies and protocols affecting the dental clinic</li> <li>• All interactions with clients and staff show appropriate responses to their needs and demonstrate the application of Swan Hill District Health's values.</li> <li>• Represent the Dental Manager as required in internal / external forums.</li> <li>• To undertake other duties and responsibilities as may be reasonably required.</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Registration with the Australian Health Practitioner Regulation Agency (AHPRA) with minimum of two years post graduate experience</li> <li>• Understanding of and adherence to the legislation and regulations that govern Dentists in Victoria</li> <li>• Current radiation use license</li> <li>• Demonstrated high level knowledge of the management of dental public health programs including ability to supervise clinical and clerical staff.</li> <li>• Demonstrated ability to communicate effectively with a range of community and professional groups including written and verbal presentation skills</li> <li>• Demonstrated high level ability to treat clients who are physically and/or intellectually challenged..</li> <li>• Demonstrated high level of client management and liaison skills, and the ability to liaise with persons from diverse backgrounds and cultures.</li> <li>• Demonstrated ability to work as part of a multidisciplinary team</li> <li>• Demonstrate commitment to continuing personal and professional development</li> <li>• Demonstrated ability to be highly organized, efficient and productive</li> <li>• Demonstrated ability to work within a variety of staffing configurations and staffing ratios.</li> <li>• Demonstrated ability to understand and apply a client centred service model in order to identify and address the needs of clients. Understanding of continuous quality improvement principles</li> <li>• Computer skills and experience with dental IT software or patient management systems</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public

	Health Sector) <i>Single Interest Enterprise Agreement 2018-2020</i> . Level dependent on experience.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>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.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>Take reasonable care for your safety and the safety of others while at work.</li> <li>Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>Complete all Mandatory training requirements as identified and directed.</li> <li>Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>

<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Nov 2010, Aug 2014,
<b>Current:</b>	May 2016, May 2020
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	