



<b>Position:</b>	<b>Dental Prosthetist – Full Time</b>
<b>Classification:</b>	In accordance with Health & Allied Services- Public Sector Award - Dental Prosthetist
<b>Department:</b>	Primary Care Services
<b>Reports to:</b>	Clinic Coordinator
<b>Position Summary:</b>	<p>The Dental Prosthetist is responsible for the clinical stages of patients and any consequent instruction of Dental Technicians in the laboratory stages of prosthesis construction.</p> <p>This involves the construction and repairing of technical appliances such as mouth guards, full, partial acrylic and cast metal frame dentures.</p> <p>The Dental Prosthetist deals directly with the patient from the initial examination right through to the final adjustments of the new prosthesis.</p> <p>Participate in Private Practice incentives by entering into a Private Practice Agreement.</p>
<b>Responsibilities:</b>	<p>This position will work closely with other members of the dental team (Dentists, Dental Therapists, Dental Assistants and Administration) to ensure that members of the community have access to respectful, high quality and efficient public dental services.</p> <ul style="list-style-type: none"> <li>• Establish patient's needs by competent oral examination of their condition, plan required treatment and take impressions and other clinical records as necessary in accordance with DHSV clinical standards and policies.</li> <li>• Fit new or repaired prosthesis to patient and adjust as necessary to ensure it is accurately adapted to the patient's mouth to maximise comfort.</li> <li>• Educate patient on how best to care for their dentures or other prosthesis, and when an adjustment or replacement is needed.</li> <li>• Maintain a professional approach in relation to work duties including the provision of quality customer service.</li> <li>• Appropriately refer patients where necessary to Dental Officers.</li> <li>• Liaise with other health care professionals in pre-surgical planning and in the formulation of prescriptions for prosthesis.</li> <li>• Design, fabricate, modify, maintain fit and align, or re-align dental prosthesis such as mouth guards, dentures; fit and align the prosthesis.</li> <li>• Undertake minor laboratory adjustments during prosthesis construction phases, minimising patient visits during overall construction.</li> <li>• Consult with patients regarding the effectiveness and comfort of these aids and educate them regarding their use.</li> <li>• Record and report clinical information as required. Ensure that Equipment within the unit is maintained regularly and repaired as necessary to ensure continuing, efficient operation</li> <li>• Actively contribute to the implementation and continuous improvement of quality assurance programs, workplace health and safety, infection control procedures, quality and service delivery outcomes and personal professional development, including contribution and support of external accreditation process.</li> <li>• Ensure adherence to OH&amp;S standards.</li> <li>• Commitment to continuing personal and professional development in accordance with organisational policies and procedures and per requirements of the Dental Practice Board of Victoria.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise and network with relevant professional and community groups.</li> <li>• All interactions with patients show appropriate responses to their needs and demonstrate the application of the DHSV values.</li> <li>• Other duties as requested</li> </ul> <p><b>Key Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Number and type of clinical incidents</li> <li>• Correct treatment established and patients advised of all aspects of their treatment</li> <li>• Adherence to SHDH and DHSV clinical standards and policies</li> <li>• Minimize number of repeat dentures &amp;</li> <li>• Procedures</li> <li>• Feedback from patients, team members and manager</li> <li>• Timely referral to specialist services and provision of supporting / background information if available</li> <li>• Adherence to SHDH and DHSV clinical standards and policies</li> <li>• Completed on time and meets clinical and</li> <li>• turnaround benchmark</li> <li>• Patient feedback on fit and comfort of Prosthetic appliance</li> <li>• Demonstrates evidence of on-going professional development and research related to practice</li> <li>•</li> <li>• Timely referral to senior dentist and provision of supporting/background information if available</li> <li>• Patient record audit results and demonstrated evidence of informed consent by patients and clear communication regarding treatment options</li> <li>• Feedback from patients, team members</li> <li>• Demonstrates the ability to liaise with senior dentist/relevant staff regarding any issues or problems related to patient care</li> <li>• Demonstrated ability to use Titanium</li> <li>• Complies with the SHDH policy on confidentiality and privacy</li> <li>• Completes all tasks effectively in a timely manner</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Dental qualification eligible for registration as a Dental Prosthetist with the Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>• Demonstrated experience and skill in a wide range of dental assessment, procedures, treatments, technical work and activities for patients requiring prosthesis</li> <li>• Demonstrated ability to provide leadership and supervision to clinical support staff and work as part of a team</li> <li>• Demonstrated ability to work independently and unsupervised</li> <li>• Commitment to Public Health principles</li> <li>• Demonstrated commitment to continuing education and professional development</li> <li>• Ability to communicate effectively in verbal and written form</li> <li>• Prepared to utilise electronic client information systems to its capacity e.g. Titanium (DHSV)</li> <li>• Membership to relevant Professional association and participation in professional development programs</li> <li>• Computer skills including word processing</li> <li>• Understanding of the Titanium dental software</li> <li>• Experience in working with the aged</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
<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>	June 2016, Jan 2020
<b>Current:</b>	Jan 2021
<b>Managers Name:</b>	

<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	