**POSITION DESCRIPTION**

**Position title: Oral Health Therapist**

**Location: GMHBA Dental Care**

**Reports to:** Practice Coordinator/Practice Operations Lead – Primary Care & Dental

**Entities:**  GMHBA

**Organisational level:** Technical specialist

**Reports:**  Nil

**Job Purpose:**

To provide high quality dental care to patients ensuring they get the best health outcomes possible.

**Accountabilities:**

**Professional Conduct**

* Participate in all team activities such as monthly team meetings, and individual coaching sessions
* Timely attendance to all duties and delegated tasks
* Maintain positive and constructive relationships with internal and external stakeholders

**Undertake treatment within Scope of Practice**

* The level and specific nature of their scope of practice and level of support from the Dentists will depend on what is required for the safety and well-being of the patient, the treatment being provided and the education and experience of the OHT.
* A structured professional relationship will be set up for the individual OHT, and may include the following tasks -
  + Clean teeth and examine gums for sores and signs of disease.
  + Identify conditions of decay and disease for diagnosis and treatment by dentist
  + Apply fluorides or other cavity preventing agents including non – invasive fissure sealants to arrest dental decay
  + Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease. Where appropriate conduct periodontal charting
  + Perform treatment such as prophylaxis, scaling and root planning for patients with periodontal disease, and provide instructions for oral hygiene and care
  + Provide oral hygiene instruction to patients that is appropriate for each individual patient
  + Follow clinician guidelines for the regular updating of diagnostic radiographs
  + Make impressions for study casts
  + Set patient preventative care recalls based upon Oral Health of the individual for patients under 25, for patients over 25 at the direction of the dentist
  + Provide educational programs to motivate children, parents and the community in matters relating to oral health
  + For patients under the age of 25 filling cavities and extraction of deciduous teeth
  + Administer local anaesthetic, where required, for effective management of patients for restorative or periodontal management
  + Record and review patient medical histories
  + Record detailed notes of treatment performed, conditions noted and any discussions between dental staff and patient
  + Comply with all standards, regulations, legislation and organisational policies to ensure ethical, safe and appropriate clinical treatment
  + Maintain responsibility for professional development and maintaining own AHPRA registration

**Quality Patient-centred care & Professional diligence**

* Provide quality patient care that seeks to improve the long-term health outcomes of the patient
* Work to time and production goals for efficient service to patients and to meet operational objectives
* Maintain appropriate patient clinical records and ensure confidentiality of information
* Contribute to the profession through clinical leadership and guidance to less experienced health professionals and support staff to ensure their continued development and the provision of high quality and efficient services for patients
* Support continuous improvement and development of the Dental Care network in consultation with the Head of Health Services Operations
* Ensure high levels of customer service by undertaking duties in a professional manner and maintaining a consultative and educative approach to patient care
* Assist in managing the daily operations of the dental practice as directed
* Attend training as required including, but not limited to relevant OHS and compliance training and relevant and professional development activities
* Comply with all professional development requirements for maintenance of registration as a Physiotherapist with AHPRA

**Other**

* Uphold the company values, culture and performance standards
* Participate in the roll-out of business change programs designed to strengthen GMHBA’s performance
* Embrace the mindset and actively contribute towards embedding the GMHBA Way including working in an Agile environment
* It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position
* The accountabilities described within may be altered in accordance with the changing requirements of the role

**Key Relationships:**

|  |  |
| --- | --- |
| **Internal:**   * Head of Health Services Operations * Practice Operations Lead – Primary Care and Dental * Dental Care staff across the GMHBA Dental Care network | **External:**   * Patients * Suppliers |

**Skills, Experience and Qualifications:**

**Mandatory**

* Completion of a three-year Bachelor of Oral Health degree or equivalent
* Current registration by Australia Health Practitioners Regulations Agency (AHPRA)
* Licence to use Irradiating Apparatus as specified in the Health (Radiation Safety) Regulations
* Ionizing Radiation Apparatus Operating Licence in Victoria
* You may only practice the profession for which you are educated and trained under the structured supervision of a Dentist
* In line with all other dental practitioners, you will need to complete a minimum of 60 hours of Continuing Professional Development (CPD) activities over a three-year period

**Highly desirable**

* Experience in electronic client information systems to its capacity, e.g. Exact, Titanium