

Employee Position Description

Position Details		
Position Title: Dental Officer	Department: Dental	Agreement: VICTORIAN PUBLIC HEALTH SECTOR (GENERAL DENTISTS') MULTI ENTERPRISE AGREEMENT 2018-2022
Reports To: Senior Manager Dental	Location: Ashburton	
Direct Reports: Senior Manager Dental	Employment Status:	Classification: Level 3
Position Primary Purpose		
<p>The purpose of this position is to provide high quality, efficient and effective dental services to eligible clients, in accordance with AccessHC policies and procedures.</p> <p>A high level of knowledge and skills in undertaking a broad range of clinical duties, including those clients with special needs and to deliver dental services within the scope of publically funded dental services.</p>		
Decision Making Authority		Key Relationships
Decisions made independent of Manager <ul style="list-style-type: none"> • Clinical decisions as per DHSV guidelines • Clinical decisions as per scope of competency 		Internal <ul style="list-style-type: none"> • Senior Manager Dental • Senior Dentist • AccessHC Staff External <ul style="list-style-type: none"> • DHSV • Craig Family Centre • Community Dental Agencies • Boroondara Maternal Child Health • Local schools, Playgroups, Kindergartens & Childcare Centres • Aged Care Facilities

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Direct Care / Clinical Services	<ul style="list-style-type: none"> • Provide dental care in accordance with AccessHC and DHSV policies and guidelines, within the scope of public dental services and the Dental Board Of Australia. • Ensure delivery of high quality, effective and efficient dental services within the scope of public dental services and within scope of practice. • High Level of clinical competence and broad relevant experience in all aspects of general dentistry • Adopt a multidisciplinary team approach in the delivery of dental care. • Excellent interpersonal communication, customer service and time management skills • Work in a consultative and referral manner with AccessHC Dentists, Dental Therapists, Oral Health Therapists and Dental Prosthetist. Infrequently requiring support and advice from more experienced clinicians. • Where appropriate refer complex treatment plans and ensure appropriate referrals to more experienced dental practitioners and dental specialists. • Supervise dental assistants and provide clinical direction and comprehensive support to less experienced dental staff. • Maintain a professional approach to work through the provision of quality client service ensuring client confidentiality and cultural diversity is respected. • Adhere to AccessHC infection control policy and procedures and participate in infection control audits. • Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required • Rights to delivery of Private Dental Services
Health Education and Health Promotion	<ul style="list-style-type: none"> • Incorporate health education into all direct care contacts. • Provide health education and illness prevention information.
Administrative Responsibilities	<ul style="list-style-type: none"> • Maintain and complete client records and statistical program records as per clinical dental record keeping guidelines. • Liaise with reception staff to ensure a client focused appointment service which also maximises clinical productivity and minimises failed appointments. • Assist with public enquiries in liaison with reception staff. • Comply with administrative tasks as required.
Team & Service Development	<ul style="list-style-type: none"> • Participate in team/site/staff meetings and contribute to the development of relevant policies & procedures. • Participate in the planning, development and evaluation of dental services according to the organisation's

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	<p>philosophy.</p> <ul style="list-style-type: none"> • Demonstrated commitment to professional development • Demonstrate cooperation through flexibility in task performance, work location and hours of duty. • Liaise and network with relevant professional and community groups • Undertake other duties as required.
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check <i>(Mandatory)</i> • International Police Check <i>(Mandatory if lived/work os in past 10 yrs)</i> • Working With Children Check <i>(Mandatory)</i> • Current AHPRA Professional Registration <i>(Mandatory)</i> • Medicare Registration Provider Number <i>(Mandatory)</i> • Driver's Licence <i>(Mandatory)</i> • Current Radiation Licence <i>(Mandatory)</i> <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Tertiary qualifications in Bachelor of Dental Science or related discipline (ADEC) 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skills • High level of accuracy and attention to detail • High level of cultural sensitivity and awareness • Demonstrated ability to work in a team environment • Demonstrated behaviours consistent with AccessHC values
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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