|  |  |
| --- | --- |
|  | |
| **Position Title** | Dentist |
| **Position Number** |  |
| **Department** | Community Health – Oral Health Department |
| **Classification** | Level 3 or 4 |
| **Agreement** | Victorian Public Sector (General Dentists) Enterprise Agreement 2018-22 |
| **Reports to:** | Dental Co-ordinator |

|  |  |
| --- | --- |
| **POSITION DESCRIPTION** |  |

**Position Purpose:**

Provide a broad range of oral health clinical services within the scope of publicly funded dental services, to children and adults, including patients with disabilities and complex medical histories. This position reports to the Clinic Co-ordinator and provides supervision and mentorship to members of the team in the absence of the Dental Educator and Clinic Co-ordinator.

**Department / Unit Specific Overview**

The East Grampians Health Service (EGHS) Dental Clinic is a Community Dental Program provider based in the EGHS Community Health Centre. The four-chair clinic provides general, emergency and denture services to community members in a friendly and modern work environment. The service includes an outreach screening to the region’s Primary and Secondary Schools and Residential Aged Care facilities. EGHS provides limited dental services to Langi Kal Kal and Hopkins Prisons. The service is also a training service and has up to six final year Dental students from La Trobe University providing services to the community.

**Our Values**

|  |  |  |
| --- | --- | --- |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care.

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’.  We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

* A system geared to prevention as much as treatment
* Everyone understands their own health risks
* Illness is detected and managed early
* Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

* Care is always there when people need it
* More access to care in the home and community
* People are connected to the full range of care and support they need
* There is fair access to care

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with all EGHS policies and procedures and [Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)
* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and/or Aged Care Quality Standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a National Police Check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Perform timely and thorough examination, investigation and treatment of patients as outlined by the organisation’s model of care, ensuring all patients receive clinical treatment that is appropriate for their condition and based on current available best practice
* Respond to clinical changes in the patient’s condition and initiate consultation with relevant medical/nursing and multidisciplinary teams as required
* Provide outreach dental clinics to Budja Budja Aboriginal Co-operative and Correctional facilities
* Provide dental screening and treatment for aged care and residents at several locations
* Provide dental treatment under General anaesthetic at the EGHS hospital for eligible patients
* Manage difficult clinical situations and patients with disabilities, and those patients with complex medical and social histories
* Ensure all patients, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
* Work collaboratively as a member of the dental team that includes dental practitioner students, oral health therapists, dental therapists, dental hygienists, dental prosthetists and dental assistants to achieve desired health outcomes for patients
* Direct work within the team when the Clinic Co-ordinator is not available, or emergency situations present
* Provide comprehensive level of support in clinical decision making to other members of the care team and Level 1 and Level 2 employees when the Dental Teacher is not available. Promote a culture of learning within the dental team and facilitate sharing of skills and knowledge
* Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conference, seminars, peer review and educational opportunities
* Promote and maintain and environment of teamwork and professionalism and attend dental team meetings
* Undertake continuous improvement activities as directed by the Clinic Co-ordinator and demonstrate a commitment to organisational change and respond as required
* Resolve conflicts and patient complaints in a timely and respectful manner
* Provide in-reach clinics to Hopkins Correctional Facility and Langi Kal Kal Prison in line with the service agreement between Correct Care Australasia and EGHS
* Accept accountability for own actions, understand clinical limitations and seek guidance
* Contribute to effective patient flow to achieve Key Performance Indicators and targets
* Accurately document patient care in accordance with health service guidelines
* Comply with East Grampians Health Service Risk Management framework
* Practice within policy and procedural guidelines & comply with East Grampians Health Service Governance Documentation framework
* Complete all requirements of EGHS’ annual Mandatory Education Program
* Participate in the annual professional development process with the Clinic Co-ordinator, identifying key areas for professional and personal growth.
* Ensure confidentiality is maintained in all matters pertaining to patients/ residents/ staff as the Health Services Act and the Privacy Act.
* Report of any malfunctioning equipment and/or facility to the manager
* Ensure accidents/incidents are appropriately documented in timely manner and relevant preventative action taken.
* Adhere to EGHS Equal Employment Opportunities policies and practices.

**Key Performance Indicators**

* Contribution to effective patient flow to achieve Dental Weighted Activity Unit (DWAU) targets
* Support in clinical decision making to other members of the care team
* Compliance with the conditions of the DHSV & EGHS Purchasing Agreement for Dental Health Services
* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high quality health care through continuous improvement.
* Promotes and maintains an environment of teamwork and professionalism
* Demonstrates commitment to personal and professional development providing clinical supervision and supervising student placements.
* In-reach clinics to Hopkins Correctional Facility meets requirements of with the service agreement between Correct Care Australasia and EGHS
* Feedback from patients and team members
* Currency of knowledge and clinical expertise maintained through attendance and participation in relevant courses, conference, seminars, peer review and educational opportunities
* Contribution to an environment of teamwork and professionalism and attending dental team meetings
* Mandatory education requirements met
* Participation in professional development planning – personally and with other members of the team as requested by the Clinical Co-ordinator

Key Selection Criteria

**Essential Criteria:**

* Recognised qualifications in Dentistry and a minimum of three year’s professional experience
* Current registration with Dental Board of Australia, AHPRA and ability to hold a Medicare Provider Number
* A current Radiation licence
* A demonstrated understanding of public dental health principles
* Demonstrated ability to lead a cohesive team in the delivery of services to the community
* Experience in leading people and teams, supported with evidence of managing performance issues and building strong teams
* Skilled in managing organisational planning and change management
* Excellent communication, negotiation, organisational and time management skills
* Commitment to quality, best practice and environmental safety
* Capacity to recognise clinical limitations

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Current driver’s licence

**Acknowledgement**

|  |  |
| --- | --- |
| **Employee Signature:** | |
| **Employee Name:** | **Date:** |
|  | |
| **Manager Signature** | |
| **Manager Name:** | **Date:** |
|  | |
| **Developed Date: June 2021** | |
| **Developed By: Director Community Services** | |