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| **Position Title** | Dentist |
| **Position Number** | N5625 |
| **Department** | Community Services |
| **Classification** | Level 1 |
| **Agreement** | Victorian Public Sector (General Dentists) Enterprise Agreement 2014-17 |
| **Reports to:** | Dental Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To work co-operatively and effectively as part of the Community Health Centre dental team, to deliver a broad range of oral health services within the scope of publically funded dental services.

**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 the operation of Smile Squad delivery to the region’s Primary and Secondary Schools and outreach services to Residential Aged Care facilities, Smiles 4 Miles and Budja Budja. EGHS provides limited dental services to Langi Kal Kal and Hopkins Prisons. The service is also a training service and has up to four final year Dental students from La Trobe University providing services to the community.

**Our Values**

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| **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 EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.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 all other 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**

* Ensure proper standards of infection control are maintained
* Ensure confidentiality is maintained in all matters pertaining to patients/ residents/ staff as the Health Services Act and the Privacy Act
* Work collaboratively as a member of the dental team to achieve patients, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
* Respond to clinical changes in the patient’s condition and initiate consultation with relevant medical/nursing and multidisciplinary teams as required
* Manage patients, under the direction of experienced clinicians, within competency and experience levels as defined by the Dental Health Services Victoria’s Credentialing and Scope of Clinical Practice policy and as assessed by regular record audit
* Demonstrate a good professional team work relationship with all staff members at all times and support, develop and maintain effective communication systems
* Contribute to effective patient flow by monitoring efficient patient scheduling, work practices and time management processes
* 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.
* Contribute to effective patient flow to achieve Key Performance Indicators and targets
* Accept accountability for own actions, understand clinical limitations and seek guidance when limited by own expertise
* Participate in the annual performance development process, identifying key areas for professional and personal growth
* Participate in meetings, working groups, networks and activities as delegated and agreed by the Director of Community Services
* Promote and maintain and environment of teamwork and professionalism and attend dental team meetings
* Actively promote a positive public image and professional brand of East Grampians Health Service and Dental Health Services Victoria
* Model professionalism and ethical practice and upholds the values of the organisation
* Undertake quality improvement activities as directed by the Clinic Co-ordinator and demonstrate a commitment to organisational change and respond as required
* Undertake all other reasonable roles, duties and tasks as delegated by the Clinical Coordinator and/or Director of Community Services.
* Perform /Assist in timely and thorough dental 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 within your scope of practice
* Manage difficult clinical situations and patients with disabilities, and those patients with complex medical and social histories
* Work collaboratively as a member of the dental team that includes dental practitioner students, oral health therapists, dental therapists, dental hygienists, dental prosthetists, dental technicians and dental assistants to achieve desired health outcomes for patients
* Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conference, seminars, peer review and educational opportunities
* Accurately document patient care in accordance with scope and health service guidelines
* Independently undertake clinical duties, seeking support or advice from senior clinicians in accordance with EGHS clinical standards and policies, to ensure the provision of high quality and efficient dental services
* May be required to provide some support in clinical decision making to other members of the care team.
* Liaise with the senior dentist in the planning and operation of dental health services
* Required to work across all areas of service delivery, with children and adults, including patients with disabilities and complex medical histories

**Key Performance Indicators**

Key performance measures are how you will be measured as to meeting the responsibilities of the position listed above. These measures will be used as a part of the Personal Development Plan (PDP) to be commenced within the first six months of the appointment and then to be reviewed on an annual basis.

* Compliance with the conditions of the DHSV & EGHS Purchasing Agreement for Dental Health Services
* Contribution to effective patient flow to achieve Dental Weighted Activity Unit (DWAU) targets
* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Demonstrates leadership and application of knowledge to operate within the agreed budget for the procurement of dental supplies.
* Demonstrates understanding, application of knowledge and implementation of the dental clinics audit requirements to ensure the provision of high quality health care through continuous improvement.
* Demonstrates commitment to personal and professional development and participate as an active member of a team.
* Demonstrates knowledge and application of skills to ensure well organised and function dental clinic.
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors
* Currency of knowledge and clinical expertise maintained through attendance and participation in relevant courses, conference, seminars, peer review and educational opportunities
* Demonstrates commitment to personal and professional development providing clinical supervision and supervising student placements.
* Mandatory education requirements met

Key Selection Criteria

**Essential Criteria:**

* Bachelor of Dental Science or equivalent qualification
* Current registration with Dental Board of Australia, AHPRA and ability to hold a Medicare Provider Number
* or will be eligible in **[add date]**
* Holds current radiation license or will be eligible to obtain one in **[add date]**
* Demonstrated competence in general dental work and a proven record of carrying out a broad range of general dental procedures
* Knowledge of clinical dentistry embracing contemporary approaches relevant to the target population
* Awareness of and sensitivity to the unique requirements of clients from different ethnic and cultural backgrounds and from disadvantaged groups
* An understanding and commitment to the principles of community health and health promotion
* Ability to work as a member of a multidisciplinary team in the delivery of services to the community
* Self-reliant, motivated and able to work independently and innovatively with the capacity to recognise clinical limitations
* Strong verbal and written communication, negotiation, organisational and time management skills skills and the ability to liaise effectively with all stakeholders levels
* Experience in the use of information technology to support work practices

**Must comply to having or completion of:**

National Police Check (renewed every 3 years)

Working with Children Check (renewed every 5 years)

Immunisation requirements (annually)

Possession of a current Victorian Driver’s Licence

**Desirable Criteria**

Understanding of the public dental system

Interest in a rural health and/or community dental care setting

Understanding of working within a Dental Weighted Activity Unit funding framework

**Acknowledgement**

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| Employee Name | |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature | Date |
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| Developed Date (MM,YY) |  |
| Developed By Name | Developed by Title |
| Date of next review (12 months) |  |