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| **POSITION DESCRIPTION** |  |

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| **Position Title** | Dental Clinical Educator |
| **Position Number** | N6042 |
| **Department** | Community Health Centre – Dental Services |
| **Classification** | As per award |
| **Agreement** | General Dentists Victorian Public Sector Multi Enterprise Agreement 2018-2022 |
| **Reports to:** | Direct - Oral Health Coordinator  Indirect - Director Community Services |

**Position Purpose:**

The clinical educator will work with the Clinical Student Program Team and play a central role in setting learning priorities for dental and oral health students. The role ensures the promotion of excellence in clinical practice and patient safety ensuring improved patient outcomes.

The clinical educator will teach, mentor, and support students and junior dentists working at East Grampians Health Service as well as meeting reporting requirements of the agency and La Trobe University.

This senior clinical role is integral to the professional development of dental and oral health students resulting in confident and competent graduates at the end of their course.

Between student rotations, the Clinical Educator will provide a broad range of oral health clinical services within the scope of practice, to children and adults, including patients with disabilities and complex medical histories.

**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 dental clinic provides oral health care to Residential Aged Care facilities and Smile Squad provides screening and treatment to the region’s Primary and Secondary Schools. 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.

**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 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. |

**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:

Code of Conduct - *(SOPP 9.04)*

Confidentiality - *(SOPP 24.02)*

Infection Control - *(SOPP 70.39)*

Occupational Health and Safety - *(SOPP 72.09)*

Patient Centred Care - *(SOPP 60.20)*

Safety - *(SOPP 72.13)*

Performance Development Procedure - *(SOPP 35.27)*

Risk Management - *(SOPP 74.01)*

* 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 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 that is free of harassment or discrimination.

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

**Key Performance Indicators**

* Teach and supervise a group of enrolled students and ensure that the La Trobe University placement requirements are delivered within expected timelines
* Monitor activity, level of knowledge, skills and confidence of the student to perform prescribed tasks as required
* Provide guidance during each session to maximise students’ learning outcomes and provide support to students who may be behind
* Timely completion of student evaluation and program assessment including completion of student log books each day
* Provide constructive feedback to students and junior Dentists
* Provide a report at the end of rotation on each student providing feedback on strengths and recommendations for further development
* Gather and utilise feedback from students and support staff to continuously improve the effectiveness of the program, including the use of online learning
* Report student learning issues as required to La Trobe academic staff member(s) including the initiation of the La Trobe University unsatisfactory performance process.
* Ensure completion of the La Trobe incident reporting when required
* Ensure East Grampians Health Service infection control protocol is followed by students, and their support staff
* Resolve conflict within the student team in an expedient and consultative manner
* Encourage independent thinking and problem solving
* Feedback from students and La Trobe University

*Note on appointment Completion of the La Trobe University clinical educator calibration sessions will be mandated*

* Perform timely and thorough examination, investigation and basic treatment of patients as outlined by the organisation’s model of care
* Respond to clinical changes in the patient’s condition and initiate consultation with relevant dental specialists, medical/nursing and multidisciplinary teams as required
* Provide services to a broad patient base including those with disabilities and more complex social and medical histories.
* Undertake activities in the provision of clinical leadership and maintenance of professional standards
* Work collaboratively with the dental team that includes dentists, dental students, oral health therapists, dental therapists, dental hygienists, a dental prosthetist, dental technicians and dental assistants, to achieve the desired health outcomes for patients
* Accurately document patient care in accordance with health service guidelines
* Work with the clinical team to monitor standards of professional practice and service delivery through the East Grampians Health Service Quality Framework to ensure all patients receive clinical treatment that is appropriate for their condition and based on current available best practice
* Provide support in clinical decision making to other members of the care team, particularly the Level 1 Dentist

**Organisational responsibilities**

* 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 with the OH&S Coordinator to ensure a safe work environment and assist investigation of all actual and potential identified workplace hazards
* Ensure the Director Community Services is supported in their decision making by working collaboratively with the Community Services Management team and implementing agreed strategies and activities in a timely and efficient manner
* Actively engage in operational activities including using electronic communication, meetings, managing complaints and accreditation requirements
* Model professionalism and ethical practice and upholds the values of the organisation
* Demonstrate a commitment to organisational change and respond as required
* Support and actively participate in quality improvement activities
* Comply with East Grampians Health Service Risk Management framework
* Promote and maintain and environment of teamwork and professionalism and participate in dental team meetings
* Adhere to East Grampians Health Services’ policy, procedures and Instrument of Delegation, at all times.
* Participate in meetings, working groups, networks and activities as delegated and agreed by the Director of Community Services.
* Undertake all other reasonable roles, duties and tasks as delegated by the Clinical Coordinator and/or Director of Community Services.
* Support and maintain effective communication systems
* Participate in Mandatory Education Programs as required
* Participate in the annual performance development process, 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

Key Selection Criteria

**Essential Criteria:**

* Recognised qualifications in Dentistry and a minimum of four year’s professional experience
* Current registration with Dental Board of Australia, AHPRA and ability to hold a Medicare Provider Number
* A current Radiation licence
* Demonstrated advanced clinical skills and clinical teaching experience
* A demonstrated understanding of Dental public health principles
* Demonstrated ability to lead a cohesive team in the delivery of services to the community
* Experience in managing people and teams, supported with evidence of managing performance issues and developing 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)
* Vaccinations as required (including COVID)
* Current driver’s licence

**Desirable Criteria:**

* Experience in a rural / regional Dental health service
* Experience 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:** | **January 2023** | | |
| **Developed By – Name:** |  | | |
| **Developed by – Title:** | **Director of Community Services** | | |
| **Date of Next Review:** |  | | |