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| **Position Title** | Oral Health Therapist - Graduate |
| **Position Number** | N5875 |
| **Department** | Oral Health Services |
| **Classification** |  |
| **Agreement** | [Dental Therapists Dental Hygienists and Oral Health Therapists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2022 - 2023](https://intranet.eghs.net.au/Files/Human%20Resources/Awards%20Agreements/Dental%20Therapists%20Dental%20Hygenists%20and%20Oral%20Health%20Therapists%20Enterprise%20Agreement%202022-2023.pdf) |
| **Reports to:** | Manager Oral Health |

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| **POSITION DESCRIPTION** |  |

**Position Purpose**

The Oral Health Therapist plays an integral role in providing clinical services and oral health promotion within the dental clinic and as part of the outreach program.

**Department / Unit Specific Overview**

EGHS Community Health Centre provides primary care to the Ararat and district community with Dental, Physiotherapy, Exercise Physiology, Occupational Therapy, Podiatry, Speech Pathology, Dietetics, Diabetes Education and Social Work services. While the majority of care is delivered from our Community Health Centre, allied health clinicians also provide outreach clinics to our Willaura campus and two Bush Nursing Centres. Allied Health and Dental teams also support other EGHS departments including our Acute Services and Residential Aged Care Facilities. Our centre hosts speciality clinics for visiting services and surgeons and is co-located with local Maternal Child Health services.

**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**

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

**BETTER ACCESS**

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

**BETTER CARE**

1. Target zero avoidable harm
2. Healthcare that focuses on outcomes
3. People are active partners in care
4. 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.
* 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 and NDIS Worker Screen.
* 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.

**Responsibilities and Major Activities**

* Works collaboratively as a member of the oral health team which includes dentists, oral health therapists, dental technicians, dental assistants and students.
* Provide clinical services and oral health promotion within the dental clinic and as part of outreach programs including Smile Squad and in aged care facilities
* May be required to provide some support in clinical decision making to other members of the care team.
* 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 oral health services
* Required to work with children and adults, including patients with disabilities and complex medical histories
* Responsible for the ‘Smiles for Miles’ outreach program early childhood centres in the local community
* 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
* Actively promote a positive public image and professional brand of East Grampians Health Service and Dental Health Services Victoria
* Maintain patient records in accordance with EGHS Clinical Records Standards and Dental Health Services Victoria requirements
* Work within “Delegations of Authority” consistent with the role

**Other Duties**

* Graduate Oral Health Therapists will work towards the supervision of oral health therapy students who are completing placement at EGHS.
* In consultation with a supervisor, **other duties** will be determined by meeting relevant standards and recognised practice

This ongoing consultation process will guide the modification of the position description as required.

**Key Performance Indicators**

Key performance indicators outline the assessment of meeting the responsibilities of the position listed above. These measures will be used as a part of a Personal Development Plan (PDP) to be commenced within the first 3 months of the appointment and then to be reviewed on an annual basis.

* Feedback from clients and external organisations
* Performance compared to agreed activity targets
* Participation in the annual mandatory education programs
* Actively participate in quality improvement activities

Key Selection Criteria

**Essential Criteria:**

* Bachelor of Oral Health Therapy / Science
* Registered Oral Health Therapist with Dental Board of Australia (AHPRA)
* Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders
* Awareness of and sensitivity to the unique requirements of clients from different ethnic and cultural backgrounds and from disadvantaged groups
* Demonstrated ability to work effectively in a team in the delivery of services to the community
* Demonstrated ability to develop effective work relationships and effectiveness in an environment which is often pressured
* Understanding of and commitment to the principles and systems of continuous improvement in the access to and delivery of oral health services
* Self-reliant, motivated and able to work independently and innovatively whilst working within EGHS policies and protocols
* Strong organisational and time management skills
* Clinical utilisation time/productivity maintained at agreed rate.

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* NDIS Worker Screen
* Mandatory vaccination program (annually)
* Current drivers licence

 **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:** | **May 2023** |
| **Developed By – Name:** | **Sarah Woodburn** |
| **Developed by – Title:** | **Director Community Services** |
| **Date of Next Review:** | **June 2024** |