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| **Position Title** | Oral Health Therapist |
| **Position Number** | N5875 |
| **Department** | Oral Health Services |
| **Classification** | Dependent on Qualification  |
| **Agreement**  |  Victorian Public Health Sector (Dental Therapists, Dental Hygienists and Oral Health Therapists) Enterprise Agreement 2022-2023  |
| **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**

East Grampians Health Service aims to meet the needs of the community by offering a vast array of services based at the community health centre in Ararat. We also offer outreach services to Willaura, Lake Bolac and Elmhurst. Our services include dental, physiotherapy, exercise physiology, occupational therapy, podiatry, speech pathology, dietetics, diabetes education and social work. These services support other clinical areas including our acute and residential aged care patients. Our community health centre also hosts speciality clinics such as consulting suites for our visiting surgeons and maternal child and health.

**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 |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **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 |
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| **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 |
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| **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 (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS 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, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20%282023-27%29.pdf).

**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%2C%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)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, 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 to 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. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* 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, consumers and visitors
* 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**

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