

		<p style="text-align: right;">West Wimmera Health Service P.O. Box 231 NHILL, VICTORIA 3418 Telephone: 5391 4222 Facsimile: 5391 4228</p>	
Position	DENTIST		
Location	West Wimmera Health Service	Reports to	Executive Director of Community Health
Award	Victorian Public Health Sector (General Dentist) Enterprise Agreement 2014 - 2017	Level	Dependent on experience and entry level
Effective Date	January 2019	Next Review	January 2020
Position Overview	A highly experienced dental practitioner is responsible for the provision of a broad range of clinical duties within the scope of Private Practice dentistry and will also provided Public funded dental services, including patients with disabilities and complex medical histories.		
Key Result Areas	<ul style="list-style-type: none"> ▪ Provision of quality, safe and efficient care ▪ Professional Development and Practice ▪ Adaptable behaviours ▪ Technical Skills ▪ Communication 		
Liaises with	<p>Internal: All staff and Visiting Medical Officers External: Community, organisation staff, external consultants, customers</p>		

POSITION RELATIONSHIPS

Responsible To

Executive Director of Community Health



This Position

Dentist

KEY RESPONSIBILITIES

- To support the organisation to deliver quality services.
- To continuously improve health service delivery through effective management
- Effective Human Resource management
- To enhance organisational corporate capability and culture
- To strengthen relationships with customers to enhance the image of the Service.

STATEMENT OF DUTIES

Duty No	Details
1.0	LEADERSHIP
1.1	The Dentist will assist in providing leadership in the supervision of all staff based at the Dental Clinic, and will provide clinical leadership to dental auxiliaries and less experienced dentists in accordance with West Wimmera Health Service clinical standards and policies to ensure the implementation, maintenance and provision of high quality and efficient services for patients.
1.2	The Dentist will ensure appropriate referral of patients for specialist services. Assist to develop and implement objectives for dental services within the unit, ensuring that normalisation is implemented.
1.3	Assist with the planning and implementation of West Wimmera Health Service Dental Quality Activity Programmes, including participation in preventative maintenance programs.
1.4	Identify and make recommendations for minor works projects relative to the area.
1.5	Develop in conjunction with the CEO strategies for implementation of changes to service provision, reflecting external requirements/standards
2.0	PROFESSIONAL PRACTICE
2.1	Provide direct patient care in accordance with West Wimmera Health Service and Dental Health Services Victoria clinical standards and policies.
2.2	Maintain a professional approach in relation to work duties including the provision of quality customer service.
2.3	Ensure appropriate referral of patients for specialist services.
2.4	Manage patients within competency and experience levels as defined by the WWHS Credentialing Committee.
2.5	Maintain and process patient records in accordance with WWHS Medical Records policies and DHSV Clinical Record Standards and the Health Records Act 2002 for public and private patients.
2.6	Undertake clinical supervision/direction/support of postgraduates, dentists, dental auxiliaries, or undergraduates, where appropriate.
2.7	Ensure high levels of customer service by undertaking duties in a professional manner when dealing with clients and the public including responding to inquiries and complaints according to WWHS policy.
2.8	Adhering to WWHS Policies including complaints and incident reporting policies.
3.0	PERSONNEL MANAGEMENT
3.1	Supervise dental assistants with whom (s)he works, and where appropriate, act as team leader for dental auxiliaries and undertake clinical supervision of less experienced dentists, by providing professional support, clinical direction and leadership.
3.2	Where appropriate, provide leadership, professional support and direction for clerical staff.
3.3	Participate in peer review assessment of clinical staff, including identification and implementation of, staff development needs, particularly in relation to, but not limited to, efficiency and effectiveness.
3.4	Participate in the selection and induction of new staff.
3.5	Work with Dental Assistants and Clerical staff associated with the Unit / itinerary, to ensure cohesive and effective service provision.
3.6	Where appropriate, participate in the evaluation of major and minor works requirements.
3.7	Other duties as directed.

4.0	QUALITY
4.1	Ensure all documentation is completed correctly within legal and policy guidelines.
4.2	Assist with the implementation of Quality Activity Programmes, including participation in preventative maintenance programs.
4.3	Updates records and statistics in accordance with WWHS policies.
5.0	COMMUNITY INVOLVEMENT
5.1	Liaise and network with relevant professional and community groups.
5.2	Endeavour to interpret the aims and ideals of the Dental Clinic, through talks and participation in community affairs.
5.3	Co-operate fully with volunteer groups associated with the West Wimmera Health Service and other interested groups in the community.
5.4	Provide guidance to young people participating in Dental experience programs
6.0	SAFETY AND RISK MANAGEMENT
6.1	Adhere to mandatory compliance elements e.g. CPR, No-lift, and Fire Evacuation.
6.2	Identify and implement measures for patients, visitor and staff safety within the unit, using the guidelines of Work Cover and the OH&S representative as related to the Occupational Health Safety Act 2004 and associated regulations.
6.3	Ensure you are aware of the West Wimmera Health Service's emergency procedures.
6.4	Ensure WWHS Infection Control Policies and Procedures are followed by: <ul style="list-style-type: none"> • Adhering to WWHS Occupational Health & Safety Policies and Procedures. • Assisting other staff to adhere to policies where required. • Complying with WWHS Infection Control Policies. • Participating in Infection Control audits, as required.
6.5	Assist in orientation of new personnel.
6.6	Participate as required in regular checking programs to ensure that all equipment is in good working order, identifying and recommending repairs/replacements as required.
6.7	Ensure that all risks are identified and reported to the Manager so they can be put on the WWHS Risk Register and are implemented expeditiously.
7.0	COMMUNICATION
7.1	Communicate directly with patients and relatives, providing relevant information regarding the patients' condition, treatment and future care, encouraging their participation in patients' care.
7.2	Liaise with other West Wimmera Health Service departments (for example Allied Health, Aged Care Facilities, Maintenance) promoting good working relationships.
7.3	Strengthen and develop relationships with customers and departments to ensure business viability and opportunities are identified.
7.4	Promote good communications both within the Service and the community through the Dental Clinic Service.
8.0	APPRAISAL
8.1	Initial appraisal – 6 months after appointment Thereafter – 12 monthly.

SELECTION CRITERIA

KEY SELECTION CRITERIA:

- Registered Dentist with the Australian Health Practitioner Regulation Agency with extensive Dentistry experience.
- Ability to mentor / assist other clinical staff.
- Capacity to respect and work efficiently as a member of a multidisciplinary team in the delivery of services to the community
- Demonstrated client focus in the assessment, treatment and case management of individuals and groups.
- Self-reliant, motivated, able to work independently and innovatively and respond to a situation where a high level of professional autonomy exists, whilst working within WWHS policies and protocols.
- Excellent communication and ability to explain complex concepts in Layman's language.
- High level of organisational and time management skills.
- Commitment to quality, best practice in infection control and environmental safety.
- Demonstrated written and computer skills.

SPECIALISED EQUIPMENT OPERATED:

- Dental Clinic Equipment
- Computers
- Digital X-rays
- Rotary Endodontics
- Intraoral Cameras

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature:

.....

Dentist

Date:

Signature:

.....

Executive Director of Community Health

Date: