



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Dentist</b>
<b>Location:</b>	Based at Nhill Dental Clinic but may be required to work across other WWHS sites as mutually agreed upon
<b>Reporting to:</b>	Executive Director of Community Health
<b>Division:</b>	Community Health
<b>Award:</b>	Victorian Public Health Sector – General Dentist Enterprise Agreement 2018-2022
<b>Level:</b>	Year level dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering high quality, patient centred health services to ensure our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

**Strong leadership and management** – we value our organization and will encourage exceptional professional skills and promote collaborative teamwork to drive better outcomes for our consumers.

**A safe environment** – the safety of our staff, patients, and visitors is fundamental to how we operate.

**A culture of continuing improvement** – the delivery of superior care to our consumers motivates a culture of quality improvement in all that we do.

**Effective management of the environment** – our service is managed in ways which minimize our impact on the natural environment.

**Responsive partnerships with our consumers** – we maintain a productive relationship with our communities and stakeholders through open communication, honest reporting and a willingness to embrace constructive suggestions.

#### Our Strategic Directions

Strategy one:	Empower our community to live their best life
Strategy two:	Invest in population health
Strategy three:	Build partnerships for healthier communities
Strategy four:	Harness technology and innovation
Strategy five:	Strengthen our workforce capacity

**Position Relationships:**

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Dental Services staff</li> <li>• Dental Administration Co-ordinator</li> <li>• Executive Director of Community Health</li> <li>• All WWHS staff</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Practitioners – GP’s &amp; Specialists</li> <li>• Wimmera communities – consumers and stakeholders</li> <li>• Health and community organisations, local, regional and state-wide</li> <li>• External consultants and practitioners</li> </ul>

**Position Overview:**

Responsible for the provision of a broad range of clinical duties within the scope of Private Practice dentistry and will also provide Public funded dental services, including patients with disabilities and complex medical histories.

**Key Selection Criteria:****Essential:**

1. Registered Dentist with the Australian Health Practitioner Regulation Agency with extensive Dentistry experience.
2. Ability to mentor / assist other clinical staff.
3. Capacity to respect and work efficiently as a member of a multidisciplinary team in the delivery of services to the community
4. Demonstrated client focus in the assessment, treatment and case management of individuals and groups.
5. 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 West Wimmera Health Service (WWHS) & Dental Health Services Victoria (DHSV) policies and protocols.
6. Excellent communication and ability to explain complex concepts in Layman’s language.
7. High level of organisational and time management skills.
8. Commitment to quality, best practice in infection control and environmental safety.
9. Demonstrated written and computer skills.
10. Current Driver’s Licence is essential due to the possibility to complete regional travel.

**Desirable:**

1. Previous Experience in a Dental Practice Private / Public.
2. Understanding of public health philosophy and commitment to population health.
3. Working with Children’s Check.

**Key responsibilities:**

- Actively contribute as a team member to the effective operation of the Dental Department, including attendance at regular team meetings.
- Work effectively and collaboratively within the broader WWHS and Community Health Team context.
- Establish and maintain positive relationships with external agencies and strategic partners in relation to effective delivery of Dental services and community development across the Wimmera.
- To support the organisation to deliver quality services within their scope of practice and adhere to registration requirements set by ADA.
- To strengthen relationships with customers and clinicians to enhance the image of the Dental Unit
- This position will demonstrate the following qualities – high level of clinical competence, highly developed communication and leadership skills, and sound organisation skills.

## **Statement of duties:**

### **Clinical Support:**

- 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.
- Manage patients, within competency and experience levels as defined by the DHSV Credentials and Scope of Clinical Practice Procedure and as assessed by regular record audit.
- Where appropriate refer patients with complex treatment to external specialists and dentists.
- Maintain and process patient's records in accordance with DHSV Clinical Records Standards and the Health Records Act 2002.
- Optimise functionality of electronic patient management system
- Undertake duties in a professional manner when dealing with patients and the public, including responding to inquiries and complaints
- Actively engage in operational activities including electronic communications, meetings, managing complaints and accreditation requirements.
- Work closely with external organisations.
- Undertake accurate diagnosis and treatment planning, including the identification of high risk patients.
- Maintain a professional approach and promote good inter-personal relationships both within and outside the unit / organization consistent with WWHS values.
- Be responsible for management of your dental schedule and delegate tasks effectively where appropriate.
- Demonstrate cooperation through flexibility in task performance, work location and hours of work.
- Recognize own ability and level of professional competence.
- Undertake general administrative duties, including data collection for monitoring and evaluation of programs, and other administrative tasks as directed.
- Maintain confidentially at all times.
- Ensure that services delivered are effective, efficient, coordinated and patient focused and advise of any opportunities to increase efficiency, effectiveness and productivity.
- Liaise and network with relevant professional and community groups. Lead, coordinate and participate in the planning, implementation and facilitation of oral health promotion programs.
- Identify and make recommendations of major and minor works projects relative to the area.

### **Professional Practice:**

- Demonstrate a commitment to positive promotion of the organisation within the community.
- To effectively communicate with all levels of staff and members of the public and form part of a progressive dental team.
- As part of a progressive dental team contribute to the improvement in work procedures, processes so goals, and plans for the dental unit are achieved.
- Undertake and complete professional development and continuing education.
- Participate in the Clinical Peer Review programs (when available).
- Manage patients within competency and experience levels as defined by the WWHS Credentialing Committee.
- Undertake clinical supervision/direction/support of postgraduates, dentists, dental auxiliaries, or undergraduates, where appropriate. Supervise Dental Assistants where appropriate.
- Work with Dental Assistants and Clerical staff associated with the Unit / itinerary, to ensure cohesive and effective service provision.

### **Adaptability:**

- To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
- To have the ability to cope with conflict and ensure a safe outcome is delivered for staff and customers.
- Work with clients with special needs of all ages.

- Ability to adapt and problem solve in high stress situations.
- Manage and adapt to changes in uniquely integrated rural dental service.

#### **Quality:**

- Ensure that all documentation is completed and correct within Dental Health Services Victoria, Australian Dental Board and policy guidelines.
- Assist with the planning and implementation of Quality Activity Programs in line with the National Safety and Quality Health Service (NSQHS) Standards.
- Provision of an advanced level of clinical care that is of a quality consistent with WWHS clinical standards and policies, inclusive of Infection Control and Work Health and Safety (WHS) policies and procedures.

#### **Community Involvement:**

- Promote oral health concepts through communication and participation in community affairs.
- Co-operate fully with community groups to facilitate screening and treatment programs.
- Strengthen and develop good relationships with stakeholders including volunteer groups associated with the West Wimmera Health Service and other interested groups in the community.
- Support the development and implementation of the Oral Health Promotion Plans with the Health Promotion Team, Oral Health Promotion trained Dental Assistant, Oral Health Therapists and other Dentists.
- Provide guidance to young people participating in Dental experience programs.

#### **Safety and Risk Management:**

- Adhere to all mandatory compliance requirements, such as: Manual Handling, Fire Evacuation, etc.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.
- Assist with orientation of new personnel in accordance with the Service's policy.
- Participate as required in regular checking programs to ensure that all equipment is in good working order, identifying and recommending repairs and replacements as required.
- Ensure that all risks are identified and reported to the Administration Coordinator so they can be put on the WWHS Risk Register and are implemented expeditiously
- Each employee has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the public.

#### **Communication:**

- Communicate directly with patients and relatives, providing relevant information regarding the patients' condition, treatment and future care, encouraging their participation in patients' care.
- Disseminate information to other health care workers to facilitate a team approach to patients' care.
- Liaise with other West Wimmera Health Service departments (for example Dietetics, Quality, Maintenance) in promoting good working relationships to achieve the optimum provision of quality patient care.
- Attend relevant meetings with peers and committees.
- Each employee has a responsibility to comply with West Wimmera Health Service Privacy Policy, and to strictly maintain the confidentiality of any information obtained in the course of his or her employment. Any breach of the Privacy Policy will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic).
- Ability to work with a translator.
- High level of communication skills working with a variety of ethnical background, being able to inform clients of procedures in basic terminology.
- Demonstrate the ability to work in a team environment and communicate effectively with a variety of people
- Strengthen and develop relationships with stakeholders and departments to ensure business viability and opportunities are identified.

**Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised by:</b> Executive Director Community Health
<b>Name:</b>
<b>Signature:</b> <span style="float: right;"><b>Date:</b></span>

<b>Position Incumbent Name:</b>
<b>Signature:</b> <span style="float: right;"><b>Date:</b></span>

**Updated January 2021**