

Dental Officer

Success Profile

As at 1/01/2025

You will make a difference by	<ul style="list-style-type: none"> • As a General Dentist you will be responsible for providing high quality, cost-effective, sustainable, integrated and client-centred dental services/programs, including general and emergency care. • As part of the dental team, you are committed to providing the best possible care while working in a fast-paced environment.
To succeed, you will need	<ul style="list-style-type: none"> • Relevant Dental qualification and eligible for registration as a Dentist with the Dental Practice Board of Victoria. • Current registration as a Dental Officer with APHRA. • Current Medicare provider number. • Current Dental Provider number for provision of medication. • Current Radiation Licence with Medicare. • Proven understanding of Infection Control Standards for Dental service. • Current Working with Children Check • Experience working within the Victorian public dental service is preferable. • Excellent communication and interpersonal skills. • Empathy and understanding of clients from a diverse cultural and socio-economical background
You will improve and promote One Team IPC Health by	<ul style="list-style-type: none"> • Acting with purpose, measuring our results, and celebrating achievements (<i>We make a difference</i>) • Going above and beyond, demonstrating understanding and respect for our communities and each other (<i>We are passionate</i>) • Learning, experimenting and innovating (<i>We are creative</i>)
We will contribute to your success by	<ul style="list-style-type: none"> • Providing opportunities for you to share what is important to you, your wellbeing, and what you need. • Aligning the contribution you make to IPC Health's strategy. • Guiding you in what to do, when and how to do it. • Developing your skills with regular feedback and exploring career opportunities. • Ensuring you feel fulfilled at the end of each workday. • Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.

Key Deliverables and Measures

Patient Care:

- Provide high quality dental services through basic general and emergency dental care, including the use of appropriate diagnostics to meet community needs.
- Deliver safe, ethical and high-quality dental services, accurate diagnosis and client centred treatment planning in line with the services Primary Care Model and Value Based Care guidelines
- Ensure patients are well informed and involved in decision-making about their care.
- Providing patient education and oral hygiene instruction – supporting the transition from treatment to prevention.
- Maintaining patient confidentiality and adhere to principles of open disclosure.
- Ensure timely referral to specialist services when clinically indicated.

Quality and Governance:

- Ensure services are delivered effectively, efficiently, and in a client-focused manner.
- Provide general dental services to IPC Health clients according to scope of clinical practice, award level, and AHPRA guidelines.
- Follow quality improvement standards including the accredited service standards (National Standards)
- Maintain accurate and comprehensive patient records in accordance with DHSV Clinical Record Standards and the Health Records Act 2001
- Adhere to Infection Control practices, and related standards.
- Maintain knowledge of and be able to use the organisation's Quality Management system (VHIMS)
- Stay up to date on the latest dental techniques and technologies.
- Contribute to the development of clinical guidelines in line with best practise.

Professional Conduct:

- Manage client clinical time effectively and efficiently to meet the expected Statewide benchmark targets (DWUA's).
- Provide a compassionate, effective and efficient dental service to ensure that users of the service are treated in a manner which respects their cultural beliefs and practices.
- Provide an environment that is safe, comfortable and non-threatening to clients and other staff.
- Support the development and implementation of new service delivery models
- Undertake professional development in accordance with AHPRA requirements to abide by the Professional Conduct and ethics of a registered practitioner.

Teamwork and Leadership:

- Work with and support the service leadership team to create and maintain a cohesive collaborative team
- Offer mentoring and support to less experienced clinicians and staff.
- Collaborate with other healthcare professionals to address patient needs.

Team	<ul style="list-style-type: none"> • Dental Service – Operations and Clinical Care
Reports to	<ul style="list-style-type: none"> • Senior Manger Dental Service
Key relationships	<ul style="list-style-type: none"> • Senior Clinical Leads • Dental Team Leaders • Internal services / stakeholders • DHSV

Our Purpose

Improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.

Our Values

We are passionate

We go above and beyond, demonstrating understanding and respect for our communities and each other.



We make a difference

We act with purpose, measure our results and celebrate achievements.



We are creative

We learn, experiment and innovate.

