

POSITION DESCRIPTION

Position Title	Dental Officer
Directorate	Operations
Department	Dental Services
Unit	Not Applicable
Reports To	Senior Manager Dental Services
Agreement	Victorian Stand Alone Community Health General Dentists Multi-Employer Enterprise Agreement 2015-2017

Position Objective

Provide direct, high quality dental services focusing on preventative, basic general and emergency dental services to eligible groups within the community.

Key Responsibilities

- Provide high quality dental services focusing on providing preventative, basic general and emergency dental service to eligible groups to meet community needs and to achieve organisational objectives.
- As per organisational policies :
 - Work within the clinicians recognised scope of practice and AHPRA guidelines.
 - Follow quality improvement standards including the National Standards.
 - Maintain accurate and comprehensive patient records as required by funding bodies and the National Standards.
 - Adhere to Infection Control practices, infection control standards and National Standards.
- 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.
- Maintain knowledge of and be able to use the organisation's Quality Management system.
- Maintain a professional approach when interacting with internal and external stakeholders of the organisation.
- Undertake accurate diagnosis and treatment planning.
- Manage client clinical time effectively and efficiently.
- Respond as appropriate to client enquiries and complaints.
- Plan, monitor and accurately report achievements if required against targets and manage strategies to meet agreed service targets.
- Provide an environment that is safe, comfortable and non-threatening to clients and other staff.
- Maintain strict confidentiality and privacy of all client information.
- Participate in the Service's health promotion program during direct client care or in other activities as required.

- Assist and advise dental management on OHS issues.
- Communicate effectively with other team members by sharing information concerning the needs of clients and services by participating and contributing in team meetings, workshops and other meetings which contributes to the functioning and development of the Dental Program.
- In accordance with the relevant Enterprise Bargaining Agreement:
 - Assist Dental Management in administrative duties as required especially during patient no shows and cancellations.
 - Participate in the planning and implementation of orientation programs for new team members and assist in orientation of new staff to the Dental Program including mentoring of staff where this is applicable.
- Ensure safe use, maintenance and care of dental equipment according to manufacturer's guidelines and advise management of issues accordingly.
- Undertake professional development in accordance with AHPRA requirements and regulations to abide by the Professional Conduct and ethics of a registered practitioner.
- Provide appropriate dental reports if required.

Key Selection Criteria

- Relevant Dental qualification and eligible for registration as a Dentist with the Dental Practice Board of Victoria.
- Current registration as a Dental Officer with AHPRA.
- 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.
- Demonstrated experience working within a team environment including dental assistants, other health professionals and support staff.
- Commitment to quality care, innovation, continuous professional development and quality improvement, flexibility and openness.
- Highly motivated with a commitment to the care and well being of the patients.
- Well developed knowledge and understanding of the epidemiology of dental diseases, an appreciation of preventive approaches to dental diseases and an understanding of the public dental health principles.
- Empathy and understanding of clients from a diverse cultural and socio-economical background.
- Excellent communication and interpersonal skills.
- Recent experience in the provision of a general dental practitioner.
- Competent in using electronic dental record management systems.
- Current Working With Children's Check.

- Knowledge of a second language (desirable).

Other Information

- This role is subject to a satisfactory National Police History check.

Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

Organisational Values

IPC Health is committed to an organisational philosophy where respect, responsiveness, fairness, creativity, quality and connectedness are core values.

IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.

Physical Inherent Requirements

Office Duties:

- Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.
- General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.

Driving:

- Required to drive private or IPC Health owned vehicles.

Work Environment:

- May be required to work from different sites, including home visiting and offsite facilities.

- Exposure to varied weather conditions.
 - Infrequent lifting and carrying of items up to 5kgs.
 - Standing and walking for periods up to an hour at a time with breaks.
 - Required to occasionally bend and reach.
- Carrying and Lifting:
- Standing and Walking:
- Bending and Reaching:

People and Culture Use Only

Position Number(s) 10255, 10257, 10563, 10562, 10264

Last Reviewed 8 August 2018