



Position Description

DENTAL OFFICER – LEVEL 4

Designation: DENTAL OFFICER (Senior Dentist)

Level: LEVEL 4

Program / Unit: Dental Clinic

Purpose of Position:

The Dental Officer - Level 4 (Senior Dentist), as a highly competent dental practitioner, is responsible for the provision of a highly advanced range of efficient clinical and managerial duties within the scope of publicly funded dental services, including patients with disabilities and complex medical histories, and other more difficult clinical situations.

The Senior Dentist possesses highly advanced skills to independently undertake clinical duties, rarely requiring support or advice from more senior clinicians, in accordance with Albury Wodonga Health (AWH) clinical standards and policies to ensure the provision of high quality and efficient services.

The Senior Dentist will assist in providing leadership in the supervision of all staff based at a clinic/department, and will provide advanced clinical leadership to dental auxiliaries and less experienced dentists in accordance with AWH clinical standards and policies to ensure the implementation, maintenance and provision of high quality and efficient services for patients. The Senior Dentist will, where appropriate, provide professional advice to the Practice Coordinator.

The Senior Dentist has the ability to accept referral of patients for specific advanced clinical situations.

Organisational Environment / Reporting Relationships:

Responsible to Chief Executive Officer (CEO) or delegate as appropriate.

Supervisory Responsibilities:

- Dental Officer – Level 1.
- Dental Officer – Level 2.
- Dental Officer – Level 3.
- Dental Therapist – 1, 2 and 3.
- Practice Coordinator.
- Dental Assistant – Grade 1.
- Dental Assistant – Grade 2.
- Dental Assistant – Senior Clinical.

Primary Responsibilities:

Clinical Services and Patient Care:

- Provide direct patient care in accordance with AWH clinical standards and policies.
- Maintain a professional approach in relation to work duties including the provision of quality customer service.
- Ensure appropriate referral of patients for specialist services.
- Provide high level skills in managing patient clinical complaints.
- Manage patients within competency and experience levels as defined by the AWH Credentials and Clinical Privileges Policy (and or College guidelines where appropriate) and as assessed by regular record audit.
- Maintain and process patient records in accordance with AWH Clinical Record Standards and the Health Records Act 2002.
- Undertake clinical supervision / direction / support of post graduates, dentists, dental auxiliaries, or under graduates, where appropriate.
- Maintain confidentiality of information.

Customer Service:

- Maintain a professional approach and promote good inter personal relationships both within and outside the unit / organisation consistent with AWH values.
- 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 AWH policy.
 - Adhering to AWH Clinical Incident and Complaint Reporting Policies.
- Comply with AWH Code of Conduct.

Education and Professional Development:

- Where appropriate, select patients for teaching purposes and ensure their transfer within AWH.
- Where appropriate, undertake teaching responsibilities.
- Undertake professional development and continuing education.
- Operate professional development and continuing education services to lesser experienced clinicians.
- Maintain current knowledge and skills base that facilitates the best possible client care.
- Participate actively in the AWH performance review process.
- Maintain mandatory education on an annual basis. These include:
 - Fire and Evacuation.
 - Manual Handling.
 - Minimal / No Lift (As appropriate).
 - CPR (As appropriate).
 - Infection Control.

Teamwork and Communication:

- Demonstrate the ability to work in a team environment and communicate effectively with a variety of people.
- Demonstrate cooperation through flexibility in task performance, work location and hours of work.
- Attend unit meetings.
- Liaise regularly with the unit manager on matters relating to the work area.

- Delegate tasks effectively where appropriate.
- Communicate effectively and document relevant information in line with AWH policies and procedures.
- Recognise own ability and level of professional competence whilst enhancing the professional development of others.

Staff Supervision, Leadership and Support:

- 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.
- Where appropriate, provide leadership, professional support and direction for clerical staff.
- 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.
- Participate in the selection and induction of new staff.
- Work with Dental Assistants and Clerical staff associated with the Clinics, to ensure cohesive and effective service provision.
- Where appropriate, participate in the evaluation of major and minor works requirements.
- Other duties and responsibilities as may be reasonably required.
- Delegate tasks effectively where appropriate.

Resource Management and Policy Compliance:

- Where appropriate, provide management with reports in relation to patient care and services provided, or advice on issues related to clinical performance.
- Undertake data collection for the monitoring and evaluation of programs.
- Where appropriate, monitor budget revenue, from clinical services provided, and budget expenditure, with regard to supply orders, materials, and instruments or equipment.
- Work with AWH staff to optimise functionality of Titanium patient management system.
- Utilise Titanium to fullest extent.

Occupational Health and Safety / Infection Control:

Ensure AWH Infection Control policies and procedures are followed by:

- Adhering to AWH OH&S policies and procedures.
- Assisting other staff to adhere to policies where required.
- Complying with AWH Infection Control Policy.
- Participating in Infection Control audits, as required.

Continuous Improvement:

- Actively contribute to the implementation and continuous improvement of quality assurance programs, including contribution to external accreditation processes and Peer Review.
- Identify and make recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes within AWH.

Community Participation: (where relevant)

- Ensure that all new programs and activities within AWH that impact the community involve appropriate community consultation processes.
- Liaise and network with relevant professional and community groups.

Patient Communication: (where relevant)

- All interactions with patients show appropriate responses to their needs and demonstrate the application of the AWH values.

Performance Development / Review:

Performance review will be conducted within the first three months of employment and annually thereafter.

**DENTAL OFFICER – LEVEL 4
SENIOR DENTIST**

SELECTION CRITERIA

MANDATORY CRITERIA:

1. Dental Practitioner qualification recognised by the Dental Practice Board of Victoria.
2. Demonstrate ability to provide leadership including a commitment to Public Health principles.
3. Advanced level of clinical competence and the ability to supervise clinical duties of staff.
4. Ability to manage budgetary requirements.
5. Advanced interpersonal and communication skills.
6. Ability to plan and manage clinical activities.
7. Sound awareness and understanding of Infection Control principles as they relate to the positions designated area of work.
8. Commitment to professional development.
9. Demonstrate commitment to customer focused care.
10. Ability to work as a team member within a multidisciplinary environment.
11. Knowledge of and commitment to Quality Improvement.
12. Understanding of OH&S legislations as it relates to employee's responsibilities.

DESIRABLE CRITERIA:

- Advanced computer skills.
- Knowledge of public dental health principles and programs.
- Knowledge of a second language and culture.
- Possession of a current Driver's License.

Conditions of Appointment

- Satisfactory National Police Record Check.
- Working with Children check.

Signature of Employee

Witness

Date

Annexes:

Other Relevant Information:

References:

Contact Point: Dental Clinic.

THIS SECTION FOR QUALITY OFFICE USE ONLY		
Approval Committee:	Date Approved:	SharePoint Location:
Human Resources Manager		Pending...
Responsible Department:	Date for Review:	Manual Location:
Dental Clinic		Position Description Manual
Version No:	Original Approval Date:	Previously Named As:
2	20 November 2008	Same