

## POSITION DESCRIPTION

<b>Position Title:</b>	Dentist
<b>Business Unit/Department:</b>	Dental Services
<b>Division:</b>	Integrated Community Health Services
<b>Award/Agreement:</b>	Victorian Public Health Sector (General Dentists') (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Level 1 to Level 3E (DF1 to DG7)
<b>Reports To:</b>	<i>Professionally:</i> Director of Medical Services <i>Operationally:</i> Manager Dental Services
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	9 November 2021

<b>Position Purpose</b>
<p>The Dentist is responsible for providing a broad range of patient based dental services within the scope of publicly funded dental services, including patients with disabilities and complex medical histories, and other more difficult clinical situations.</p> <p>The Dentist will be able to independently undertake clinical duties in accordance with clinical standards and policies to ensure the provision of high quality and efficient services.</p>
<b>Business Unit Overview</b>
<p>The Dental Department is committed to providing high-quality, timely services to patients, residents, and visitors of Western Health and the surrounding community. As part of a progressive and collaborative dental team, the unit strives to deliver safe, patient-centred care while continuously improving service delivery. The department also focuses on operational efficiency, supporting the Dental Manager in achieving performance targets and ensuring the effective and responsible management of the department's budget.</p>
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Manage patients within competency and experience levels as defined by the WH Credentialing and Scope of Practice Committee (and or College guidelines where appropriate).</li> <li>• Provide direct patient care in accordance with clinical standards and procedures</li> <li>• Maintain a professional approach in relation to work duties including the provision of quality patient service.</li> <li>• Provide treatment to special needs groups</li> <li>• Ensure appropriate referral of patients to specialist services.</li> <li>• Maintain and process patient records in accordance with WH Clinical Record procedures and the Health Records Act 2002.</li> </ul>

### Our Vision

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- Maintain a professional approach and promote good inter-personal relationships both within and outside the Dental Service Department consistent with WH Values Statement
- Ensure a high level of quality of care is provided to all patients by:
  - Undertaking duties in a professional manner when dealing with patients and the public
  - Ensuring best practice clinical standards are applied
  - Adhering to WH incident and complaint handling procedures
- Participate in the clinical risk program for the service as appropriate and requested
- Participate in the review and continuous improvement of the quality of clinical care including contribution to external accreditation processes.
- Identify and make recommendations on opportunities to improve processes, quality and service delivery outcomes in the Dental Services Department.
- Undertake professional development and continuing education so that current knowledge and skills base is maintained that facilitates the best possible patient care.
- Liaise regularly with the Senior Dentists on matters relating to the work area.
- 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 departmental meetings.
- Delegate tasks effectively to other members of the dental team where appropriate.
- Communicate effectively and document relevant information in line with WH procedures.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Dental Services staff
- Western Health Allied Health and Medical staff

#### External:

- Dental Health Services Victoria
- Private dental clinics accepting referrals

### Selection Criteria

#### Essential

- Bachelor of Dentistry (or equivalent)
- Current unrestricted registration with AHPRA as a dentist
- Sound level of clinical competency in all aspects of dentistry

#### Desirable

- Clinical experience in public health
- Knowledge of Titanium Patient Record System

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health

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- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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