

POSITION DESCRIPTION

Position Title:	Dentist
Business Unit/Department:	Custodial Health at Dame Phyllis Frost Centre
Division:	Medical Services
Award/Agreement:	Victorian Public Health Sector (General Dentists') (Single Interest Employers) Enterprise Agreement
Classification:	Level 2 – Level 2A to Level 2C (DF2 to DF4); Level 3 – Level 3A to Level 3E (DG3 to DG7)
Reports To:	Operational: Service Manager – Custodial Health Professional: Dental Lead – Dental Services
Direct Reports:	N/A
Date Prepared/Updated:	30 July 2025

Position Purpose

Through visible and accessible leadership, the Dentist is at the forefront of providing right, safe, coordinated and high-quality care to patients at the Dame Phyllis Frost Centre (DPFC).

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.

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.

Business Unit Overview

Dame Phyllis Frost Centre (DPFC) is a correctional facility for women located in Ravenhall in Melbourne's west. DPFC is operated by Corrections Victoria and provides maximum, medium and minimum-security accommodation for women on remand and those currently serving sentences. At present, the prison can accommodate 572 women, this includes a 20-bed specialist mental health inpatient facility operated by Forensicare.

On 1 July, 2023, the delivery of primary healthcare transitioned to Western Health. Western Health is responsible for the provision of primary healthcare to women throughout their prison stay at DPFC, this can include:

- Primary Care e.g. General Practitioner, Women's Health
- Primary mental healthcare
- Population health
- Dental services
- Advanced care planning
- Medication management
- Diagnostic services — radiology and pathology

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- Allied health services
- Medical aids and equipment
- Access to specialist services in the community

The quality and standard of health care provided to patients is the equivalent standard to that provided in the community, through the public health system. Western Health's multidisciplinary workforce will work alongside service providers to provide holistic and interconnected health service delivery for patients at DPFC, including a tailored health response for priority cohorts.

Key Responsibilities

Lead, direct and coordinate dental care in the DPFC health service:

- Manage patients within competency and experience levels as defined by the WH Credentialing and Scope of Practice Committee (and or College guidelines where appropriate)
- Provide direct patient care in accordance with clinical standards and procedures
- Maintain a professional approach in relation to work duties including the provision of quality patient service
- Ensure appropriate referral of patients to specialist services
- Maintain and process patient records in accordance with WH Clinical Record procedures and the Health Records Act 2002
- 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
- Establish and maintain the use of evidence-based practice and the delivery dental care
- 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 Service
- Undertake professional development and continuing education so that current knowledge and skills base is maintained that facilitates the best possible patient care
- Demonstrate the ability to work in a team environment and communicate effectively with a variety of people
- Delegate tasks effectively to other members of the dental team where appropriate

Communication:

- Ensure all patients are aware of and receive their patient rights of human dignity, confidentiality, privacy and informed consent at all times
- Promote effective communication within the multidisciplinary team in the planning, implementation and evaluation of patient management and administrative operation of the service

Best Care Framework:

- Model and reinforce (through reward or other means) the behaviours and actions outlined in the Western Health vision for Best Care
- Contribute in accreditation and ensure standards are sustained on an ongoing basis to ensure optimal achievement at all times
- Enhance/optimize the patient's experiences, outcomes and safety

Community and partnerships:

- Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected
- Ensure an excellent standard of service is offered by partnering with patients at all levels of the health care provision, planning and evaluation
- Foster a culture that recognises and promotes the importance of patients in the provision of Best Care, and the role that community providers play in health care

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.

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Key Working Relationships
Internal: • Dental Assistant, Custodial Health, Western Health • Western Health Dental Services staff • Western Health Medical, Nursing and Allied Health staff • Director, Custodial Health, Western Health • Operations Manager, Custodial Health, Western Health • Service Manager, Custodial Health, Western Health • Western Health Quality and Safety Coordinators External: • Patients • Corrections Victoria staff • DPFC operations and management staff • Justice Health • Department of Health • Other service providers within DPFC • Other healthcare networks and service providers, such as Royal Dental Hospital or St Vincent's Hospital
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 • Possesses excellent clinical skills, displaying clinical leadership, innovation • Demonstrates commitment to high quality, safe and person-centred patient care • Brings confidence to the role, and strong influencing capability • Demonstrates high level communication and interpersonal skills • Is innovative, resourceful and adaptive to change Desirable: • Clinical experience in public health
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 • 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),

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Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022

- 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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