



## **POSITION DESCRIPTION**

### **Dentist – Oral Wellbeing**

This position description describes the scope and skills required of the Dentist – Oral Wellbeing at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

**POSITION:** Dentist – Oral Wellbeing

**REPORTS TO:** Clinical Manager Restorative Services – Oral Wellbeing.

**LOCATION:** Predominately based at Link Health and Community, Clayton Community Centre. However, flexibility to rotate or transfer to all clinical areas, other Link site locations including outreach locations and after-hours work is required in the provision of service to clients.

### **ORGANISATIONAL CONTEXT:**

Link Health and Community is a multi-sited community health service, providing a comprehensive range of health and community services primarily to residents of the City of Monash and surrounding communities.

The Link HC Vision is: Healthier people participating in their communities

Underpinning principles in achieving this vision are that Link HC:

Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services and plans and delivers our services accordingly.

Recognises that client, community and staff engagement in all aspects of our activities is essential for effective governance.

Strives to provide quality services, in a professional, timely manner, to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired who use sign language as their primary mode of communication.

Link HC is committed to partnering with other organisations to offer integrated health and well-being services that are consistent with state-wide health needs and social priorities.

Link HC actively places the individual at the centre of their care needs, so they can take part in their community. This is done by providing information and skills to help consumers make their own decisions and formulate their own goals; helping them to stay motivated, foster independence, health and wellbeing.

The Link HC Guiding Values are:

We **care** for our community and for the people who use our services

We **listen** to people who need our services and we advocate for our community

We provide **accessible**, innovative, and high quality services and programs

We **partner** with other organisations to ensure the development and delivery of better services

## **POSITION OBJECTIVE**

The principal objective of this position is to ensure provision of cost-effective, sustainable, high-quality, integrated and client-centred Oral Health Services to Link HC clients by actively adopting a patient centred care approach which ensures the best possible health outcome. The Dentist will be required to liaise with the Clinical Manager Restorative Services – Oral Wellbeing and develop solid working relationships with the full range of Oral Wellbeing Program staff, a wide range of internal health professionals as well as external community service providers, to ensure that the organisational strategic objectives are met in the area of practice (Appendix 1).

## **DUTIES AND RESPONSIBILITIES**

Provide quality services in line with the program aims, funding guidelines and the vision and values of Link HC. The services provided include, but are not limited to:

### **1.0 Service Delivery**

Support the provision of Oral Wellbeing services, health education to patients and community and actively promote Oral Health. These services will be in line with program aims, funding guidelines, service agreements, and the vision and values of Link HC.

Primary services provided include but will not be limited to: -

- 1.1 Maintain direct patient care in accordance with evidence-based clinical pathways, practice guidelines or procedures to inform their practice.
- 1.2 Maintain a high level of compliance with Link HC Infection control policies, procedures and workflows.
- 1.3 Supervise students as directed by the Clinical Manager Restorative Services
- 1.4 Identify, manage, monitor and review the client risks for dental procedures; implement risk reduction strategies including patient identification, handovers, seeking support from the Link HC Clinical Managers, registering clients in the High Risk Register and/or referral to specialists as appropriate.
- 1.5 Report all clinical incidents promptly and collaborate with the Clinical Manager Restorative Services – Oral Wellbeing in processes of Open Disclosure, in depth case reports or root cause analysis as appropriate.
- 1.6 Maintain accurate client records as per current Dental Board of Australia guidelines, DHSV guidelines and Link HC policies.
- 1.7 Assist with effective and efficient patient scheduling and workload planning to ensure the all targets are met and clients are appropriately managed in the client management system.
- 1.8 Encourage consumer participation in health by fostering a culture of patient-centred care, consumer feedback and ongoing communication with clients. Ensure all consumers have a treatment plan and have provided informed consent to dental interventions.
- 1.9 Work within the scope of practice and competence levels and continuously develop professional skills.
- 1.10 Actively participate in all activities aimed at improving the safety and quality of clinical practice.

- 1.11 Foster ongoing service development and a culture of excellence in the OWP Team.
- 1.12 Ensure compliance with the requirements of the Poisons Control Plan.
- 1.13 Other duties as assigned.
- 1.14 Ensure punctual presentation to work in the required attire, able to safely perform duties and focus on the tasks. Ensure mobile phones are only used during breaks or as approved by the General Manager OWP.

## **2.0 Administration**

- 2.1 Ensure up to date records according to quality standards and contribute to ensuring safe custody and confidentiality of all records whether in hard copy or electronic format.
- 2.2 Prepare and maintain appropriate statistical data, reports and analysis activities as required
- 2.3 Supervise students and volunteers as required, or as appropriate.
- 2.4 Communicate with Clinical Manager Restorative Services – Oral Wellbeing. In respect to role responsibilities and professional expertise in order to assist with program development.
- 2.5 Work collaboratively with service providers in Link HC teams and in the broader service system to ensure that Link HC provides integrated services.
- 2.6 Participate in identifying professional development and training needs and attend professional development activities as required.
- 2.7 Participate actively in the regular team meetings and ensure are updated on all information communicated by all OWP Managers.

## **3.0 Health Promotion**

- 3.1 Contribute to Link Health and Community health promotion activities and participate if required in developing relevant programs and projects in line with Link HC's Health Promotion Plan.
- 3.2 Work collaboratively with other disciplines in developing a comprehensive multi-disciplinary health promotion approach to the local community as required.

## **4.0 Quality Improvement and Professional Development**

- 4.1 Support the organisational culture, which promotes continuous service improvement and innovation.
- 4.2 Contribute to the Quality and Clinical safety by being involved in Oral Wellbeing and Link HC Accreditation Process, including auditing, identifying, developing, implementing and evaluating quality improvement activities.
- 4.3 Take an active role in the staff meetings and contribute to the identification and mitigation of clinical and other organisational risks.
- 4.4 Participate in identifying professional development and training needs and attend professional development activities as required.
- 4.5 Assist the Human Resources Manager in developing policies and procedures for Link HC human resources practice as appropriate.

## **5.0 Occupational Health & Safety (OHS)**

- 5.1 Actively support a range of activities in accordance with Occupational Health & Safety legislation obligations and in line with the Link HC Risk Management Program.
- 5.2 Support and participate in the Link HC OH&S Risk Management Plan and implement the plan (where appropriate) at discipline/organisation level.
- 5.3 Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.
- 5.4 Report injuries in the Site Register.
- 5.5 In the event of a workplace injury occurring, cooperate fully with the nominated Return to Work Coordinator, treating medical practitioners and health professionals to facilitate an early return to work and access to an appropriate rehabilitation program.

## **6.0 Equal Employment Opportunity.**

- 6.1 The position holder is required to observe and practice the principles and obligations of Equal Employment Opportunity, which include:
- A workplace which is free from harassment;
  - Ensuring that activities and practices prevent and eliminate unlawful discrimination
  - Promote merit and equity in the workplace.
- 6.2 Contribute to the successful management of diversity in the workplace.
- 6.3 if and when required, co-operate with any relevant enquiry into complaints and attend supervision and performance management meetings.

## **7.0 Community Engagement and Consumer Participation**

Link HC values collaboration with consumers and community members to improve the way our services are developed, planned and delivered. We are committed to community engagement and consumer participation and as such support ways in which the community's health can be optimised and its strengths are recognised and built upon by encouraging all staff to:

- Support and contribute to the goals and objectives of the Community Engagement and Consumer Participation Policy.
- Actively participate in recruiting consumers, carers, and the community to participate in all aspects of the organization.
- Promote awareness that Link HC encourages consumer, carer, and community participation at all levels of the organisation.

Work collaboratively with other staff, the community and consumers to plan, implement and evaluate services, projects and programs

## **8.0 Organisation Policies and Procedures**

- 8.1 Maintain currency of knowledge and practice with Link HC specific Regulations, Policies and Procedures.

## **9.0 Code of Conduct**

- 9.1 The Link HC Code of Conduct provides a framework of expected behaviours with the view to ensuring that Link HC is a safe work environment with the expectation that all dealings are conducted with integrity and respect at all times. All employees are expected to understand and abide by the Code of Conduct.

## **REPORTING RELATIONSHIPS**

This position is accountable to the Clinical Manager – Restorative Services – Oral Wellbeing, and

- Works collaboratively with all the Oral Wellbeing Program team;
- Works collaboratively with other Link Health and Community professionals.

## **PERFORMANCE APPRAISAL REVIEW:**

Participation in regular performance appraisal based on a documented individual performance plan with stated performance indicators including output targets is expected. The performance plan and outputs will be negotiated in accordance with a regular cycle of review.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **Essential**

- Registered as Dentist with the Dental Board of Australia.

### **Desirable**

- N/A

## **KEY SELECTION CRITERIA**

- Dentist with high competence in clinical dentistry.
- For senior roles, experience in mentoring and supervision.
- Demonstrated skill in working in team environments: people skills, communication skill and conflict resolution.
- Demonstrated sensitivity to cultural diversity.
- An understanding of the Community Dental program business rules (funding system and service standards) including eligibility, client fees, accessibility, service delivery targets and quality assurance.
- An understanding of the Australian National Standards of Quality and Safety in healthcare.
- A good understanding of confidentiality requirements, consumer rights and responsibilities within the context of the Privacy Act.
- Ability to collect, analyse data, report results and make recommendations on service performance in their area of expertise.
- Ability to use information technology.
- Ability to be self-directed, yet work within a planned organisational environment.
- High work ethic and reliability.
- Current Victorian driver's license.

## **KEY RESULT AREAS**

### **KRA 1**

#### **SERVICE DELIVERY**

- Client feedback validates clinical skills and patient centred care approach.
- Dental care profile report demonstrates appropriateness of care.
- Quality clinical indicators are within the state-wide average.
- Evidence of utilisation of High Risk client register.
- Infection Control audit, Hand Hygiene audit and Aseptic Techniques audit demonstrate competence and compliance with Infection Control standards.
- Targets are met in all target indicators.

### **KRA 2**

#### **ADMINISTRATION**

- Dental Record keeping, audit demonstrates high level of compliance with all indicators including Informed Consent and adherence to DHSV Clinical Guidelines.
- Attendance and active participation in staff meetings including minutes taking.

### **KRA 3**

#### **HEALTH PROMOTION**

- Evidence of participation or support in oral health promotion activities.

### **KRA 4**

#### **QUALITY IMPROVEMENT AND PROFESSIONAL DEVELOPMENT**

- Evidence of quality improvement suggestions and activities.
- Participation in performance management plans.
- Clinical incidents are reported and managed timely and appropriately.
- CPD activities meet the requirements of registration with the Dental Board of Australia.

### **KRA 5**

#### **OCCUPATIONAL HEALTH & SAFETY**

- Incident register demonstrates prompt reporting and cooperation with incident investigation and risk management.
- Register of injuries demonstrates recording of injuries.
- Evidence of reporting of hazards where appropriate.
- Presentation to work is appropriate, safe and functional.

### **KRA 6**

#### **EQUAL EMPLOYMENT OPPORTUNITIES**

- No evidence of harassment or discrimination in the workplace.
- Evidence of promoting equity and merit.

**KRA 7 ORGANISATIONAL POLICIES AND PROCEDURES**

- Evidence of compliance with Link HC policies and procedures.
- Knowledge about accessing policies and procedures.

Approved: .....

**Dr Felicia Valianatos**  
**General Manager Medical and Oral Wellbeing**  
**Link Health and Community**

I acknowledge and agree that the above position description is an accurate reflection of the role of the:

Dentist- Oral Wellbeing

Signed: .....

Employee

Name: .....

Date: .....

**Appendix 1- Oral Wellbeing Team structure**



