

POSITION DESCRIPTION

Oral Health Therapist

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

POSITION:	Oral Health Therapist
DEPARTMENT:	Prevention and Rehabilitation – Oral Wellbeing
REPORTS TO:	Clinical Manager – Prevention and Rehabilitation – Oral Wellbeing
DIRECT REPORT ACCOUNTABILITY:	N/A

POSITION SUMMARY:

The principal objective of this position is to ensure provision of cost-effective, sustainable, high-quality, integrated and client-centred Oral Wellbeing Services to Link HC clients by actively adopting a patient-centred care approach which ensures the best possible health outcome. The Oral Health Therapists will work within their particular areas of education, training and competence in a structured relationship* with a Dentist to ensure the best possible health outcome for the patients. (*Structured professional relationship means the framework for referral and management to the Dentist when the care required falls outside of the scope of practice of the Oral Health Therapist and the referral of patients from a Dentist to an Oral Health Therapist [DBA - Scope of practice registration standard effective till June 2017]). The Oral Health Therapist will be required to liaise with the Clinical Manager – Prevention and Rehabilitation – 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.

POSITION ACCOUNTABILITY:

- Direct patient care in accordance with evidence-based clinical pathways, practice guidelines or procedures to inform their practice and in accordance with the Dental Board of Australia Scope of Practice Registration Standard (2014-2017)
- Maintain a high level of compliance with Link HC Infection Control policies, procedures and workflows
- Identify, manage, monitor and review the client risks for dental procedures; implement risk reduction strategies including patient identification, handovers, seeking support from the Link Clinical Supervisors, registering clients in the High Risk Register and/or referral to specialists as appropriate
- Report all clinical incidents promptly and collaborate with the Clinical Manager – Prevention and Rehabilitation – Oral Wellbeing in processes of Open Disclosure, in-depth case reports or root cause analysis as appropriate
- Maintain, accurate client records as per current Dental Board of Australia guidelines, DHSV guidelines and Link HC Policies
- 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
- 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
- Work within the scope of practice and competence levels and continuously develop professional skills
- Actively participate in all activities aimed at improving the safety and quality of clinical practice
- Foster ongoing service development and a culture of excellence in the Oral Wellbeing Team
- Ensure compliance with the requirements of the Poisons Control Plan
- Other duties that are within the skills and competence of the position holder and peripheral to the position
- Ensure punctual presentation to work in the required attire, ability to safely perform duties and focus on the tasks. Ensure mobile phones are only used during breaks or as approved by the General Manager – Oral Wellbeing

PERFORMANCE MEASURES:

- Client feedback validates clinical skills and patient-centred care approach.
- Dental care profile report demonstrates appropriateness of care.
- Quality clinical indicators are within the statewide 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.
- 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.
- Targets are met in all target indicators.
- Evidence of participation or support in oral health promotion activities.
- Evidence of quality improvement suggestions and activities.
- Participation in performance management plans.
- Clinical incidents are reported and managed in a timely and appropriate manner.
- CPD activities meet the requirements of registration with the Dental Board of Australia.
- 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.
- No evidence of harassment or discrimination in the workplace.
- Evidence of promoting equity and merit
- Evidence of compliance with Link HC policies and procedures.
- Knowledge about accessing Policies and procedures.

ORGANISATIONAL CONTEXT

Link HC is a multi-sited community health service, providing a comprehensive range of health and welfare services primarily to people in the East and South-East of Melbourne and Eastern Victoria.

Link HC provides quality services in line with the program aims, funding guidelines and the Vision and Values of Link HC.

VISION

Link Health and Community's vision is healthier people participating in their communities. The underpinning principles in achieving this vision is that Link HC:

- Recognises 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 employee engagement in all aspects of our activities are 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 and use sign language as their primary mode of communication
- Link HC is committed to partnering with other organisations to offer integrated health and wellbeing services that are consistent with state-wide health needs and social priorities

VALUES

Link HC organisational 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
- We are a **sustainable** organisation, financially, socially and environmentally

OCCUPATIONAL HEALTH AND SAFETY

The position holder has a duty to take reasonable care for the health and safety of themselves and others in accordance with Occupational Health & Safety legislation.

QUALITY AND RISK MANAGEMENT

The position holder has a responsibility to Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews and audits as required.

The position holder will respond to risk management procedures to minimise any major areas of identified risk and to comply with Link HC OH&S Risk Management Plan.

POLICIES AND PROCEDURES

The position holder will uphold and adhere to Link HC's Code of Conduct and policies and procedures.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Possession of a recognised Oral Health Therapist degree and current registration with the Dental Board of Australia, with no conditions or undertakings.

Desirable

- N/A

Mandatory Requirements

- Current National police check
- An International police check, if the position holder has worked overseas for a period of 12 months in the last 10 years
- Working with Children check
- Disability Worker Exclusion Scheme (DWES) (if applicable to the role)
- Australian Tertiary qualification (as determined) or documentation pertaining to an overseas tertiary qualification stating Australian equivalency
- Credentialing requirements (if applicable to the role)
- Registration with a regulatory body or equivalent professional membership (as determined)
- Working rights within Australia
- Victorian Driver Licence (if applicable to the role)
- A reliable vehicle (if applicable to the role)
- First Aid Certification inclusive of CPR (if applicable to the role)
- Disclosure of any pre-existing injuries or disease that might prohibit your ability to fulfil the inherent requirements of the role

Approved:

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be "F. Valianatos".

Dr Felicia Valianatos

General Manager Medical and Oral Wellbeing

I acknowledge and agree that the above position description is an accurate reflection of the Oral Health Therapist

Signed:

Employee

Name:

Date:

Link HC is committed to living our organisations values and ensuring a safe environment for our staff, people using our services and people visiting our locations. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander peoples, Culturally and Linguistically Diverse backgrounds and the LGBTIQ community to join our workforce. Link HC will adhere to Equal Employment Opportunity and Gender Equity principles. To this end, Link HC will not discriminate on the basis of age, sex, gender identity, sexual orientation, marital status, disability, physical features, Aboriginal and Torres Strait Islander status, cultural background, country of birth, religious beliefs, political beliefs, carer status, pregnancy or breastfeeding.