POSITION DESCRIPTION

Dentist

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

<table>
<thead>
<tr>
<th>POSITION:</th>
<th>Dentist</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Oral Wellbeing</td>
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<tr>
<td>REPORTS TO:</td>
<td>Clinical Manager Restorative Services – Oral Wellbeing</td>
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**POSITION SUMMARY:**

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.
**POSITION ACCOUNTABILITY:**

- Maintain direct patient care in accordance with evidence-based clinical pathways, practice guidelines or procedures to inform their practice.
- Maintain a high level of compliance with Link HC Infection control policies, procedures and workflows.
- Supervise students as directed by the Clinical Manager Restorative Services.
- 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.
- 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.
- 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 OWP Team.
- Ensure compliance with the requirements of the Poisons Control Plan.
- Other duties as assigned.
- 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.
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 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.
- 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.
- 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 timely and appropriately.
- 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

- Registered as Dentist with the Dental Board of Australia.

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:

[Signature]

Dr Felicia Valianatos
General Manager, Medical and Oral Wellbeing
I acknowledge and agree that the above position description is an accurate reflection of the Dentist

Signed: .................................................................

Employee

Name: .................................................................

Date: ...............................................................