



Dental Health Services

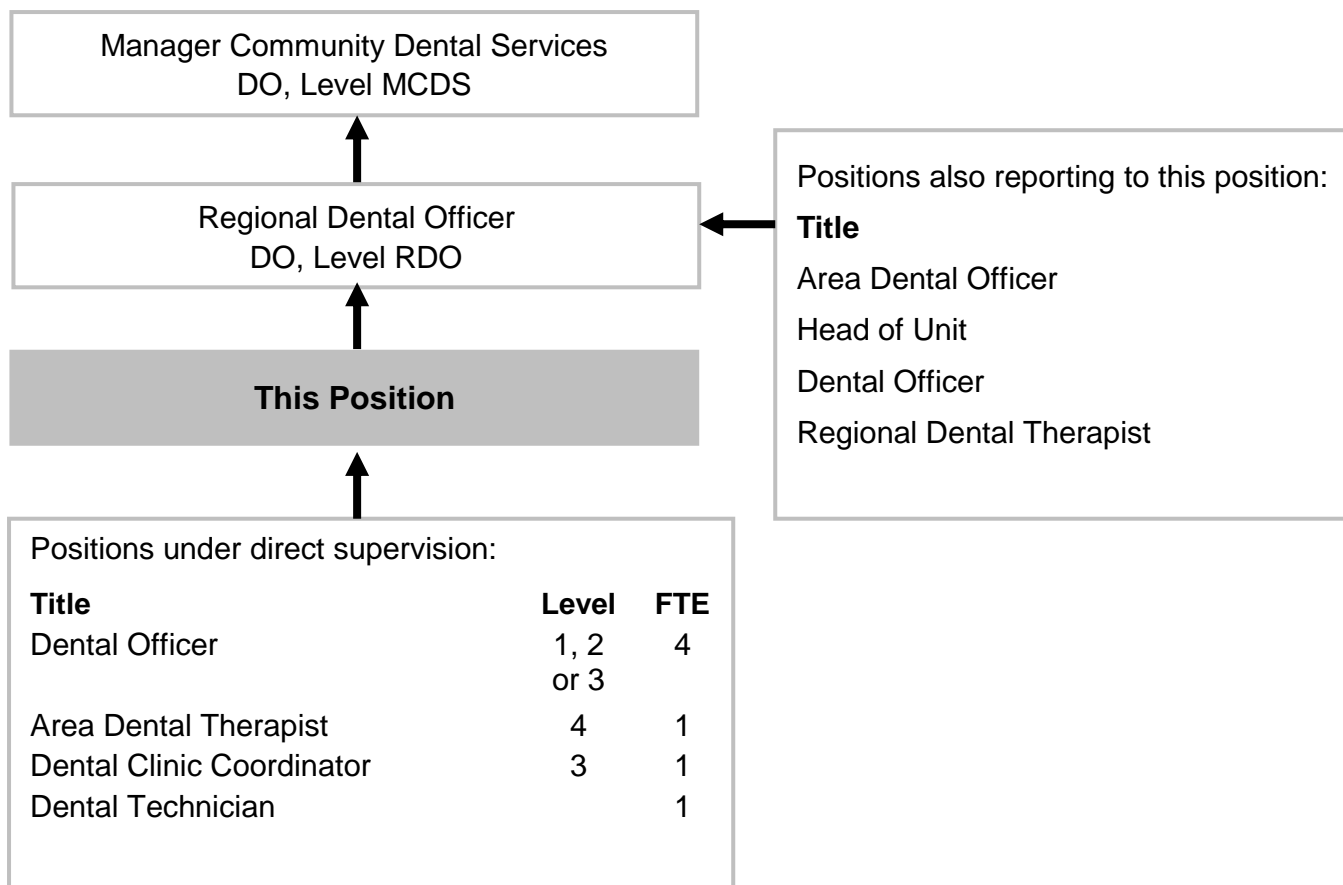
Job Description Form

DENTIST IN CHARGE

Dental Officers Industrial Agreement: Level: ADO
Position Number: 00000418

Effective Date of Document: 13 August 2014

Reporting Relationships



Key Responsibilities

Directs and controls the operations of the dental clinic and School Dental Service in the area. Provides routine and advanced clinical treatment to eligible and enrolled patients.



Brief Summary of Duties (in order of importance)

1. Strategic Management

- Contributes to the development of Dental Health Services Operational Plan and to the strategic planning for adult and school programs in the Area.

2. Programme Management

- Directs and controls the operations of adult public dental clinics within the Area.
- Develops objectives, initiates dental care programs and supervises clinical programs for the School Dental Service in the Area.
- Develops epidemiological data for the clinical area and initiates relevant community dental care programs.
- Develops and promotes activities aimed at improving dental health in the area by liaison with dentists, service organisations, education and local authorities and relevant community groups.
- Provides consultative and advanced levels of care for Area patients.
- Implements, conducts and reports on quality control systems in the Area.
- Supervises radiation hygiene and infection control practices in the Area. .
- Directs, controls and participates in the dental service outreach programmes in the area.

3. Human Resource Management

- Ensures the requirements of the Equal Opportunity and Occupational Safety and Health Legislation are met within the Area.
- Develops continuing education programmes for clinic staff staff and implements in-house training.
- Reports on the distribution and utilisation of dental staff in the Area and effects appropriate staff development.
- Oversees sessionaldentists with regard to any clinical duties they undertake.

4. Administration

- Analyses monthly reports for the Area clinics and initiates review and evaluation procedures.
- Provides reports, returns, financial estimates and requisitions as required.
- Oversees supply and ensure the maintenance of buildings and equipment in the Area.
- Supervises accounting procedures in relation to patients.
- Undertakes other duties as directed.

5. Education & Training

- Engages in continuing professional development/education and ensures continuous eligibility for relevant dental practitioner registration.
- Participates in regular peer review and case review meetings.

6. DHS Governance, Safety and Quality Requirements

- Responsible for ensuring, as far as practicable, the provision of a safe working environment.

- Undertakes performance development review of staff under direct supervision and ensures supervisors in their area of responsibility also undertake performance development reviews of their staff.
- Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvements actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience that align with actions described within the standard.
 - Participating with the development, implementation, reporting and monitoring of DHS activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
 - Undertaking annual performance development review

Performs duties in accordance with Government, WA Health and Dental Health Services Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Dental Board of Australia.
2. Extensive clinical experience.
3. Demonstrated and sound communication and interpersonal skills.
4. Demonstrated leadership ability.
5. Well developed report writing skills.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
7. Possession of or ability to gain possession of a drivers licence.

Desirable Selection Criteria

1. Interest in and knowledge of Public Health and Community Dentistry.
2. Management or post graduate dental qualifications.

Appointment Criteria

1. Evidence of Registration by the Dental Board of Australia must be provided prior to commencement.
2. Current driver's licence.
3. Working with Children Check.
4. Successful Criminal Record Screening Clearance.
5. Successful Pre-employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

_____	_____	or	_____	____/____/____
Manager / Supervisor Name	Signature		HE Number	Date
_____	_____	or	_____	____/____/____
Dept. / Division Head Name	Signature		HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

_____	_____	or	_____	____/____/____
Occupant Name	Signature		HE Number	Date

Registration Details (to be completed by HR)

_____	_____	or	_____	____/____/____
Position Title	Signature		HE Number	Date

HSS Registered

_____	_____	or	_____	____/____/____
Signature	HE Number		Date	