

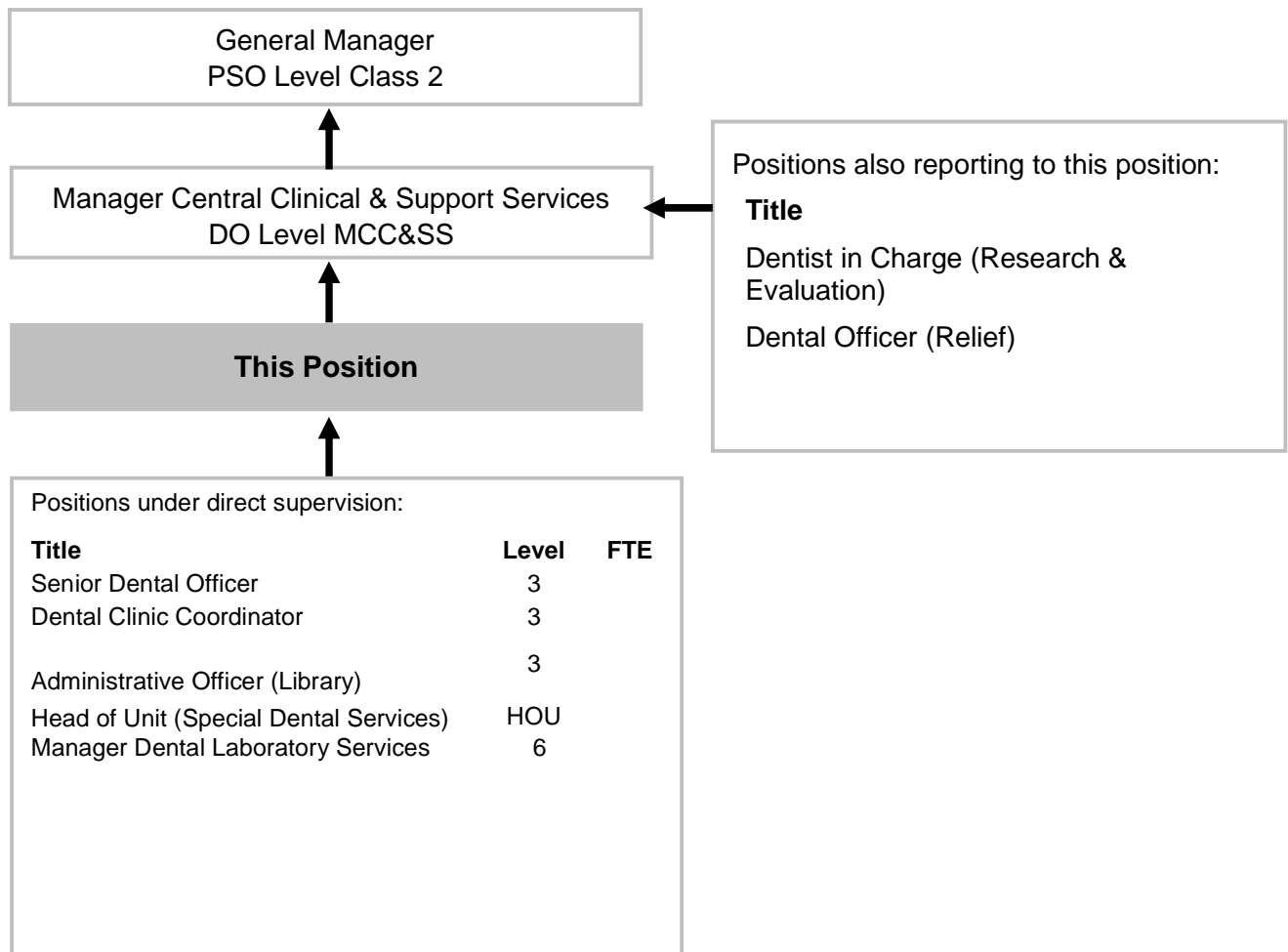


Job Description Form

REGIONAL DENTAL OFFICER (EDUCATION AND SPECIAL DENTAL SERVICES)

Dental Officers Industrial Agreement (DO): Level RDO
 Position Number; 00000010

Reporting Relationships



Key Responsibilities

Provides a high level of contribution to the strategic management of public dental services within the State. Ensures the effective implementation and management of the major dental programmes in the region and dental laboratory services state-wide. Oversees clinical training for Oral Health Therapy students. Provides dental care to enrolled and eligible patients.

Brief Summary of Duties (in order of importance)

1. Strategic Management

- Provides high level contribution to the development of Dental Health Services' (DHS) Strategic and Operational Plans.
- Develops Policies and Guidelines to ensure the achievement of the objectives of DHS, System Manager, North Metropolitan Health Service, Mental Health, Public Health and Dental Services.
- Consults with staff, the dental profession, peers, public and community groups in identifying oral health needs and promoting oral health care.

2. Program Management

- Ensures the effective implementation and management of the following programmes –
 - Mt Henry Clinic
 - Adult Dental Services Programme
 - School Dental Service Programme
 - Special Dental Services
 - Special Needs Dental Clinic
 - Metropolitan Prison Dental Clinics
 - Graylands Dental Clinic
 - Rehabilitation Dental Clinic
 - Domiciliary Service
 - Aged Care Service
 - Royal Perth Hospital Dental Clinic
- Optimises the use of human, financial and physical resources to ensure efficient and effective delivery of dental services to the programmes listed above.
- Directs and evaluates the performance of these programmes in terms of the effectiveness and efficiency.
- Ensures appropriate management of waiting lists to achieve the objectives of the programmes and meet DHS key performance indicators.
- Implements quality assurance programmes.
- Provides high level professional advice to clinical staff and the public on issues relating to dental treatment and oral health.
- Provides dental care for eligible and enrolled patients.
- Develops, maintains and oversees the training of oral health therapy students and dental students at the Mt Henry Dental Clinic in accordance with DHS policy and the National Law.
- Provides consultative and advanced levels of care for patients.
- Develops the curriculum for deployment, refresher and remedial training in accordance with DHS policies and contemporary dental knowledge.

- Reports on training matters including liaison with Tertiary training institutions.
- Oversees the provision of efficient and effective dental laboratory services for DHS.
- Participates on management committees.

3. Administration

- Undertakes the duties of the Radiation Safety Officer for DHS.
- Chairs the DHS Infection Prevention and Control Committee and participates on management committees.
- Acts as the subject matter expert for infection control within DHS.

4. Human Resource Management

- Ensures appropriate human resource management within the area through –
 - Consultation with area and clinic management.
 - Implementation of the requirements of the Equal Opportunity and Occupational Safety and Health Legislation.
 - Monitoring of workers' compensation programmes.
 - Identification of staff development and succession planning programmes.
- Undertakes other duties as directed.

5. Education, Training and Research

- Engages in continuing professional development/education and ensures continuous eligibility for relevant dental practitioner registration.
- Participates in regular peer review and case review meetings.
- Participates in clinical research activities as required by DHS.
- Participates and assists in the continuing dental educational activities of oral health therapy students, dental officers and other health workers (including formal presentations and/or tutorials as required).

6. DHS Governance, Safety and Quality Requirements

- Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 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.
- Completes mandatory training (including safety and quality training) as relevant to role.

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

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration as a Dentist by the Dental Board of Australia.
2. Extensive clinical experience with adult and child dental care.
3. Proven high level communication and interpersonal skills.
4. Demonstrated management of human, financial and physical resources.
5. Demonstrated ability in policy formulation and implementation.
6. Demonstrated conceptual and analytical ability.
7. Demonstrated ability to develop and implement educational programmes.
8. Sound knowledge of infection prevention and control standards/protocols and radiographic safety/protocols/standards for the dental industry and how these impact on service delivery.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
10. Possession of or eligibility for a current driver's licence.

Desirable Selection Criteria

1. Sound knowledge of the operations of the dental industry and operations of public dental services (adult and child).
2. Demonstrated Teaching/Lecturing/Supervisory experience.
3. Other relevant tertiary qualification.

Appointment Criteria

- Evidence of Registration by the Dental Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Evidence of current and valid driver's licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- 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.

_____/_____/_____
Manager / Supervisor Name Signature or HE Number Date

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

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

Registration Details (to be completed by HR)

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

HCN Registered

_____/_____/_____
Signature or HE Number Date