

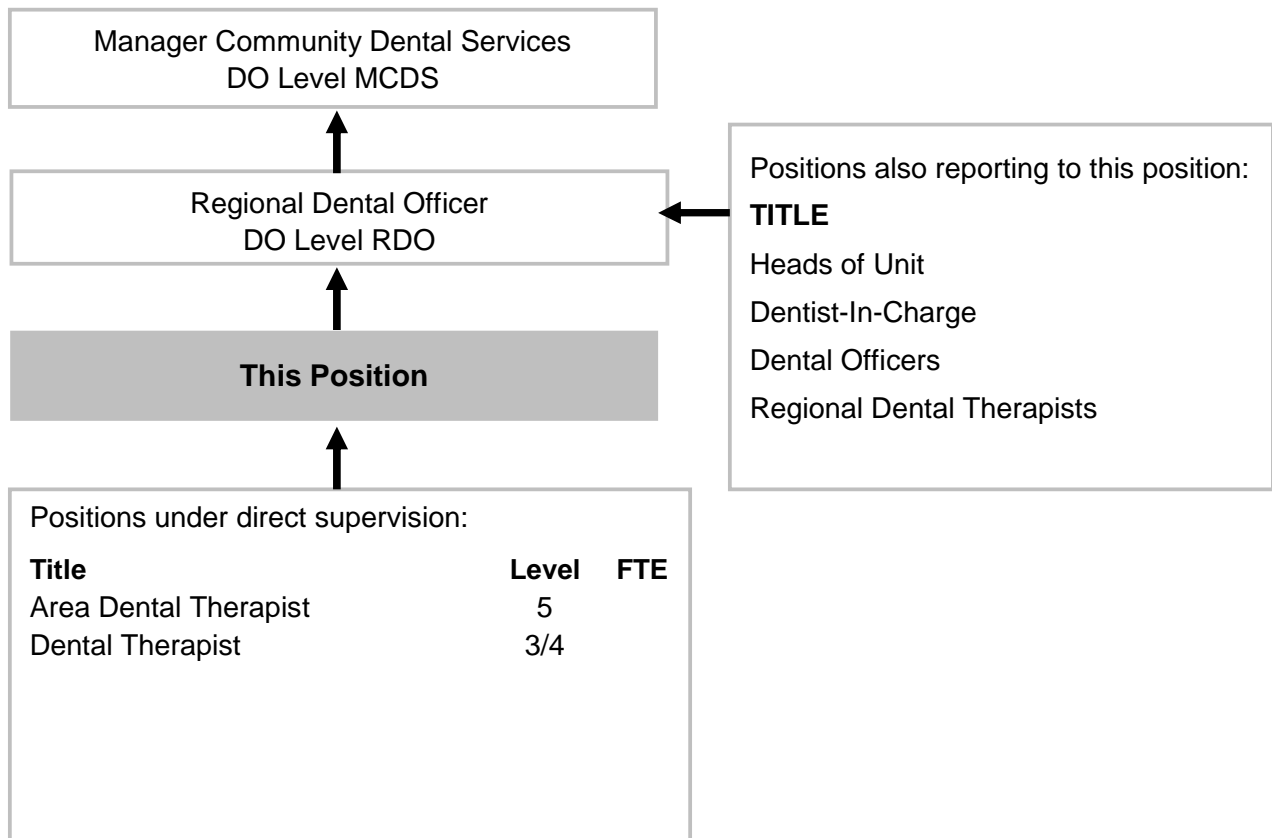


Job Description Form

AREA DENTAL OFFICER
 Dental Officers Industrial Agreement (DO): Level ADO
 Position Number: 00000068

Effective Date of Document: March 2020

Reporting Relationships



Key Responsibilities

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

Brief Summary of Duties (in order of importance)

1. Strategic Management

- Contributes to the development of Dental Health Services (DHS) Operational Plan and clinical management and treatment strategies and programmes.

2. Programme Management

- Develops objectives, initiates dental care programs, is the clinical lead and supervises clinical programs.
- 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 community by liaison with dentists, service organisations, education and local authorities and relevant community groups.
- Provides consultative and advanced levels of care for patients.
- Implements, conducts and reports on quality control systems.
- Directs, controls and participates in the dental service outreach programmes.
- Responsible for radiation hygiene and infection control practices and compliance with associated DHS Policies, Procedures and Guidelines.

3. Human Resource Management

- Ensures the requirements of the Equal Opportunity and Occupational Safety and Health Legislation are met.
- Develops continuing education programmes for clinic staff and implements in-house training.
- Reports on the distribution and utilisation of dental staff and effects appropriate staff development.
- Oversees sessional/locum dentists with regard to any clinical duties they undertake.
- Makes recommendations on staffing issues.

4. Administration

- Analyses monthly reports 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.
- Supervises accounting procedures in relation to patients.
- Undertakes other duties as directed.

5. Education and 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

- Participates in the maintenance of a safe work environment. 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 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 as a dentist with the Dental Board of Australia.
2. Extensive clinical experience.
3. Demonstrated high level written and verbal communication, and interpersonal skills.
4. Demonstrated management and leadership ability.
5. Demonstrated analytical and problem solving skills.
6. Demonstrated organisational ability.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. Current 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

- 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.

SPECIALISED EQUIPMENT OPERATED:
Dental and Radiographic

Certification

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

Gino Cirillo		HE65294	05/02/2019
Manager / Supervisor Name	Signature or	HE Number	Date
			/ /
Dept. / Division Head 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

HSS Registered: Yes/No	Date: 16/03/2020
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