



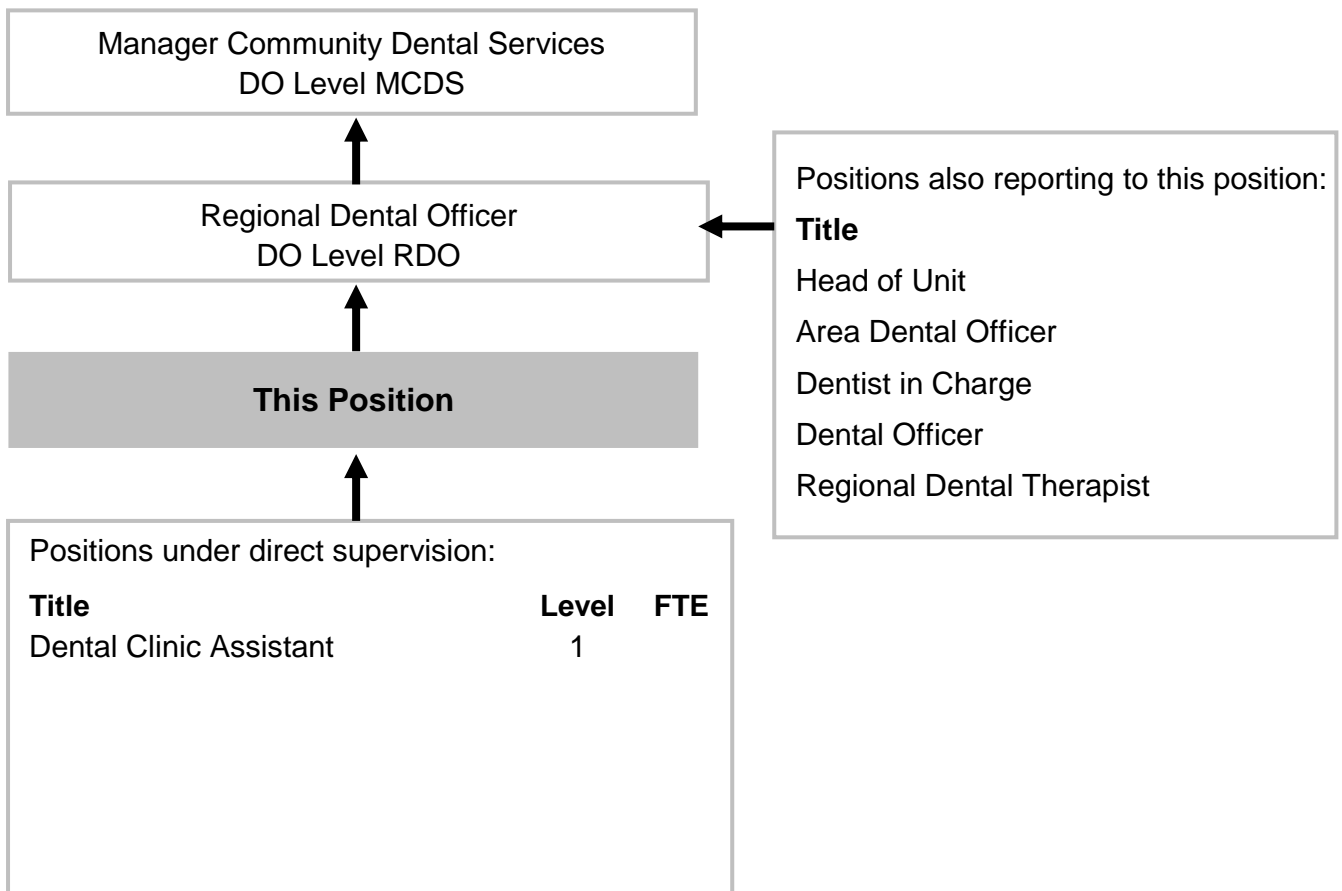
Job Description Form

DENTAL OFFICER – REMOTE

Dental Officers Industrial Agreement (DO): Level 1 Dentist – Level 3 Dentist
 Position Number;

Effective Date of Document: January 2019

Reporting Relationships



Key Responsibilities

Oversees the clinical programme for a rural and remote clinic. Provides routine and advanced levels of care including outreach programmes.

Brief Summary of Duties (in order of importance)

1. Strategic Management

- Contributes to the strategic and operational planning for adult and school programmes in the community.

2. Programme Management

- Develops objectives, initiates and provides dental care programmes for the community.
- Provides routine and advanced levels of care for clinic patients including the dental service outreach programmes in the area.
- Develops and promotes activities aimed at improving dental health in the community through liaison with dentists, service organisations, education and local authorities and relevant citizen groups.
- Develops epidemiological data for the Clinic and initiates relevant community dental care programmes.
- Supervises radiation hygiene and infection control practices in the Clinic.

3. Administration

- Analyses monthly reports for the clinic and initiates review and evaluation procedures.
- Provides reports, returns, financial estimates and requisitions as required.
- Oversees supply and supervises the maintenance of equipment materials and services in the Clinic.
- Supervises accounting procedures in relation to patients.
- Carries out other duties as required.

4. Human Resource Management

- Develops continuing education programmes for clinic staff and implements in-house training.
- Ensures the requirements of the Equal Opportunity and Occupational Safety and Health Legislation are met within the Clinic.

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

- 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 by the Dental Board of Australia.
2. Well-developed communication and interpersonal skills.
3. Demonstrated problem solving and organisational ability.
4. Demonstrated ability to work in a small team environment.
5. Possession of or eligibility for a current “C” or “C.A.” class drivers licence.
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.

Desirable Selection Criteria

1. Interest in and knowledge of community dentistry.
2. Well-developed report writing skills.
3. Considerable clinical experience.

Appointment Criteria

- Evidence of Registration by the Dental Board of Australia must be provided prior to commencement.
- Current “C” or “C.A.” class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia

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

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	