



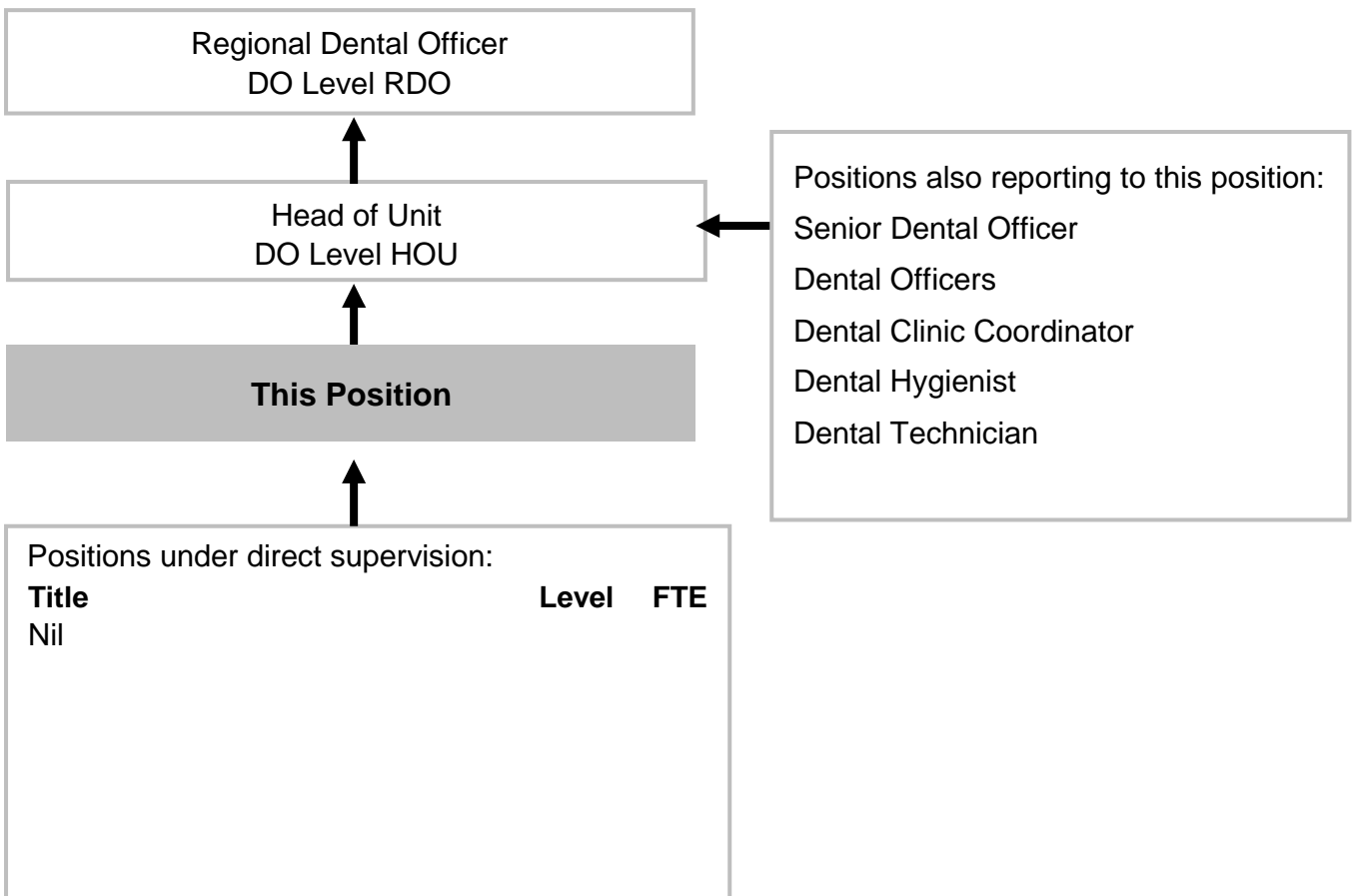
Job Description Form

**DENTAL OFFICER**

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

**Effective Date of Document:** January 2019

**Reporting Relationships**



**Key Responsibilities**

Provides routine and advanced levels of care within clinic.

## **Brief Summary of Duties (in order of importance)**

### **1. Strategic Management**

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

### **2. Programme Management**

- Develops objectives, initiates and provides dental care programmes for the clinic.
- Provides routine and advanced levels of care for clinic patients.
- Develops and promotes activities aimed at improving dental health in the clinic through liaison with dentists, service organisations, education and local authorities and relevant citizen groups.

### **3. Administration**

- Participates in the analysis of monthly reports for the clinic and initiates review and evaluation procedures.
- Provides reports, returns, financial estimates and requisitions as required.
- Other duties as required.

### **4. 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.

### **5. DHS Governance, Safety and Quality Requirements**

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- 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.

**Desirable Selection Criteria**

1. Interest in and knowledge of community dentistry.
2. Well-developed report writing skills.
3. Considerable clinical experience.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

**Appointment Criteria**

- Evidence of Registration by the Dental Board of Australia must be provided prior to commencement.
- 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.

____ 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