



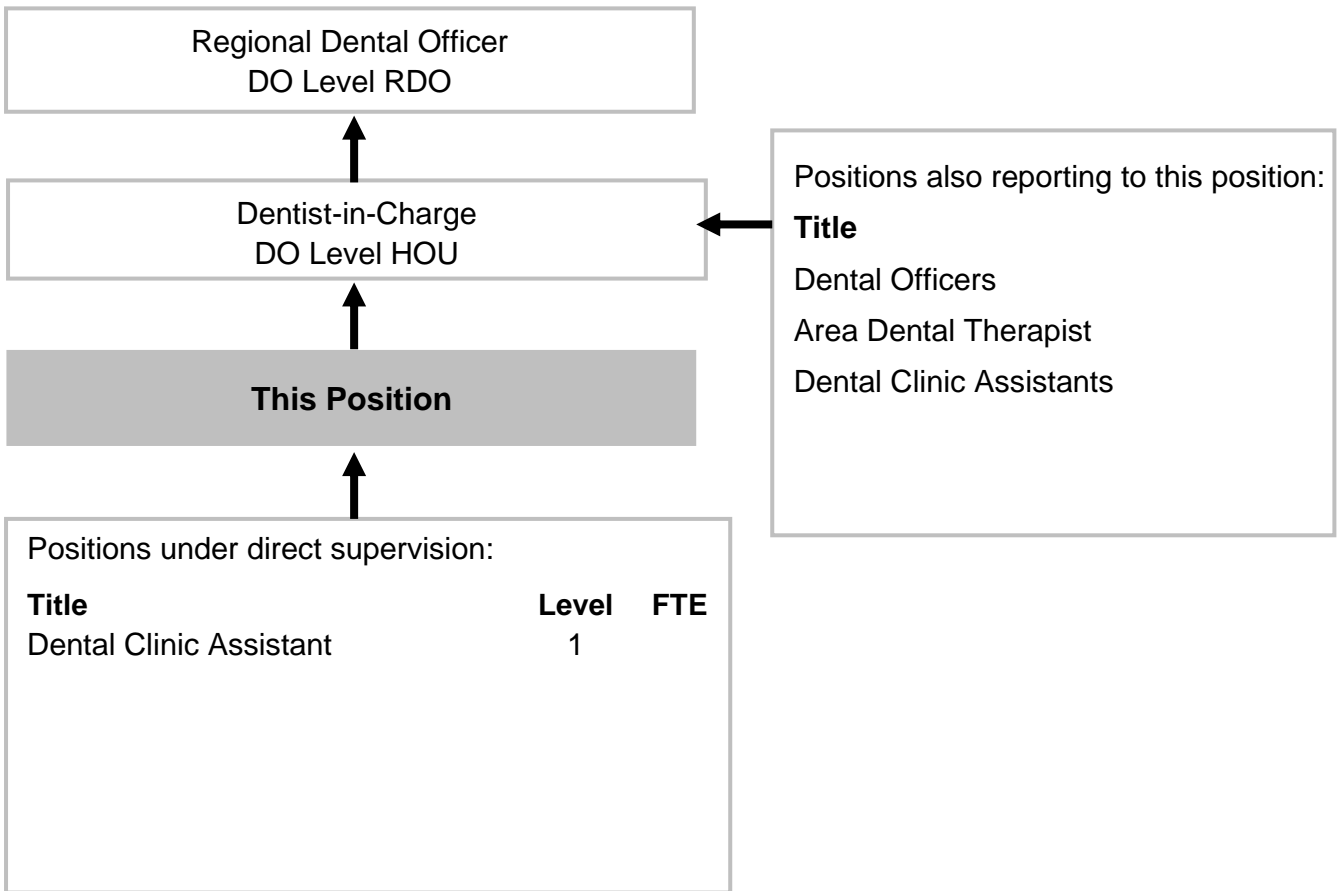
Job Description Form

DENTAL OFFICER - RURAL

Dental Officers Industrial Agreement (DO): Level 1 Dentist – Level 3 Dentist
 Position Number; 00000471

Effective Date of Document: January 2019

Reporting Relationships



Key Responsibilities

Provides routine and advanced levels of care within rural clinic, including outreach programmes.

Brief Summary of Duties (in order of importance)

1. Strategic Management

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

2. Programme Management

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

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. .

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. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
6. Current driver’s licence.

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.
- 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.			
<u>Gino Cirillo</u>		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			
_____	_____	20____/____/2019	_____
Signature or	HE Number	Date	