



HSS Registered

## DENTAL OFFICER

### Position Details

Position Number: **00014882-00014883**  
Classification: **Level 1 - 3**  
Agreement: **Dental Officers Industrial Agreement (DO)**  
Directorate: **Mental Health, Public Health and Dental Services**  
Department: **Dental Health Services**  
Location: **North Metropolitan Health Service**

### Reporting Relationships

This position reports to:

**DO Level HOU**

### Primary Purpose of the Role

Provides routine and advanced levels of care within clinic.

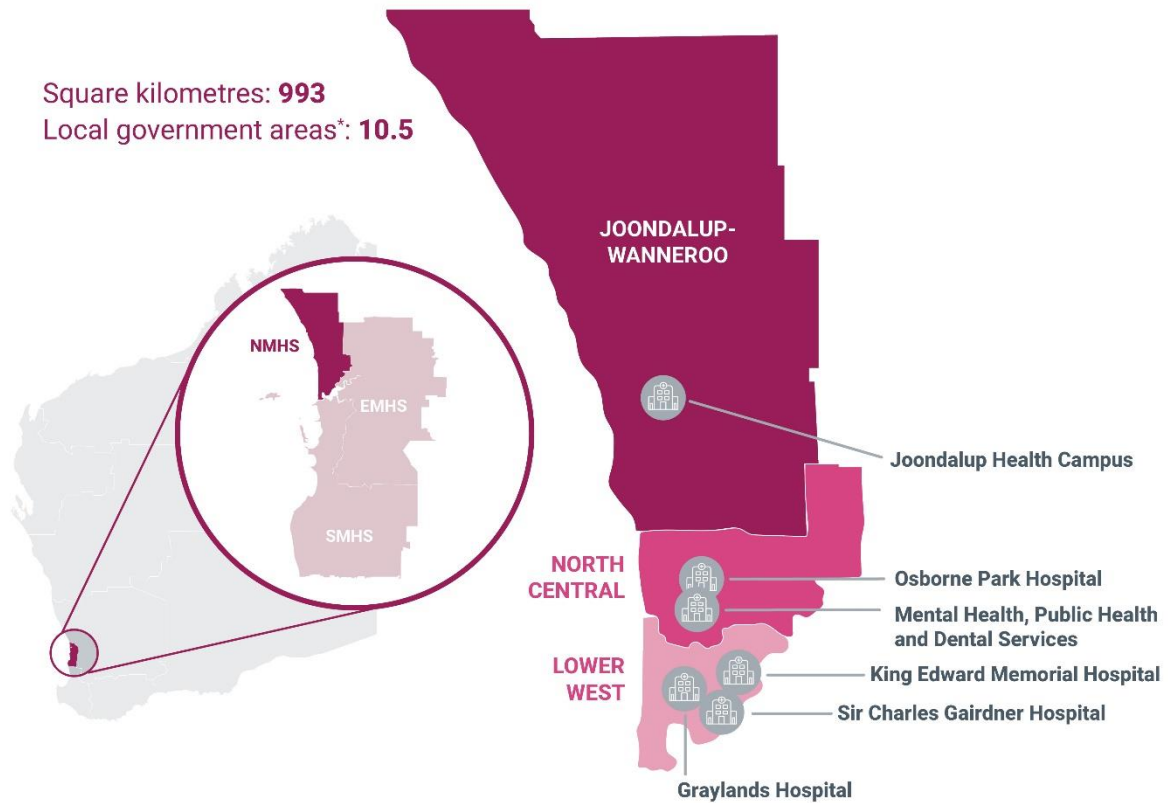
**Vision**

A trusted partner, delivering excellent health care for our people and our communities.



**Mission**

To promote and improve the health of our people and our communities.



**North Metropolitan Health Service**

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



## Our values



### Care

We show empathy, kindness and compassion to all.



### Respect

We are inclusive of others and treat everyone with courtesy and dignity.



### Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



### Teamwork

We work together as one team in a spirit of trust and cooperation.



### Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

## Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



### Enabling healthy communities

We build healthy and engaged communities



### People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



### Integration and connection

We will build strong connections and partnerships



### Innovation and adaptive models of care

We will use research and technology to improve outcomes



### Trusted, engaged and capable people

We will invest in our people and our culture



### Sustainable and reliable

We will reduce harm, waste and unwarranted variation



## Key Accountabilities

### Brief Summary of Duties

#### 1. Strategic Management

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

#### 2. Programme Management

2.1 Develops objectives, initiates and provides dental care programmes for the clinic.

2.2 Provides routine and advanced levels of care for clinic patients.

2.3 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

3.1 Participates in the analysis of monthly reports for the clinic and initiates review and evaluation procedures.

3.2 Provides reports, returns, financial estimates and requisitions as required.

3.3 Other duties as required.

#### 4. Education, Training and Research

4.1 Engages in continuing professional development/education and ensures continuous eligibility for relevant dental practitioner registration.

4.2 Participates in regular peer review and case review meetings.

#### 5. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

5.1 Reflect the NMHS values in the way you work, behave and make decisions.

#### 6. DHS Governance, Safety and Quality Requirements

6.1 Participates in the maintenance of a safe work environment.

6.2 Participates in an annual performance development review.

6.3 Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:

6.3.1 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.

6.3.2 Participating with the development, implementation, reporting and monitoring of DHS activities.

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6.4 Completes mandatory training (including safety and quality training) as relevant to role.

6.5 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

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

### 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 Prerequisites

Appointment is subject to:

1. Evidence of Registration by the Dental Board of Australia must be provided prior to commencement.
2. Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
3. Completion of 100 Point Identification Check.
4. Successful Criminal Record Screening Clearance.
5. Successful Pre-Employment Integrity Check.
6. 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: Paul Candy  
Signature/HE: HE39655  
Date: 18 May 2022

#### Dept./Division Head

Name:  
Signature:  
Date:

#### Position Occupant

Name:  
Signature:  
Date:

