



HSS registered Nov 2022

DENTAL OFFICER (RURAL)

Position details

Position number: 00008340
Classification: Level 1 - 3
Agreement: Dental Officers Industrial Agreement
Directorate: Mental Health, Public Health and Dental Services
Department: Dental Health Services
Location: North Metropolitan Health Service

Reporting relationships

This position reports to:

Dentist-in-Charge – Dental Health Services – Level HOU

Positions under direct supervision:

Dental Clinic Assistant Level 1

Primary purpose of the role

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



Vision

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

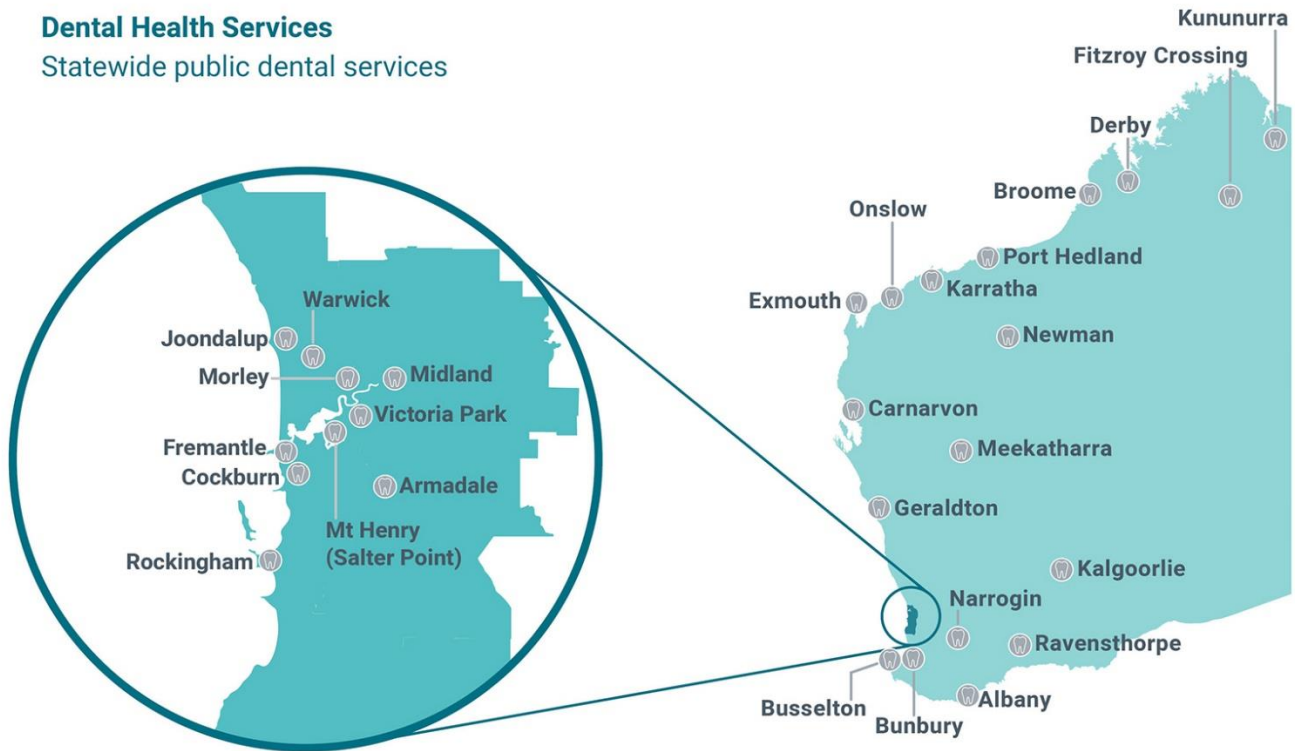


Mission

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



Dental Health Services
Statewide public dental services



Dental Health Services (DHS)

DHS is the largest public dental service in Western Australia and is a department of North Metropolitan Health Service. The DHS provides oral health services to children aged five to 16 years through the statewide School Dental Service and general and urgent dental care to eligible adults, via public dental clinics throughout metropolitan and rural areas. In addition, DHS provides care to eligible clients of the Department of Communities, residents in metropolitan aged care and those in Corrective Services facilities. Funded by the State Government, DHS’s vision is to improve the health of Western Australians through access to quality oral health services across our vast state, from Kununurra in the far north, to inland Kalgoorlie, and as far south as Albany.

North Metropolitan Health Service is one of the largest health services in WA, providing a comprehensive range of health services. For more information see: [North Metropolitan Health Service](#)

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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

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 community.

2.2 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.

2.3 Provides routine and advanced levels of care for eligible patients including the dental service outreach programmes in the area.

2.4 Develops epidemiological data for the clinic and initiates relevant community dental care programmes.

2.5 Supervises radiation hygiene and infection control practices in the clinic.

3. Administration

3.1 Analyses 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. Human Resource Management

4.1 Develops continuing education programmes for clinic staff and implements in-house training.

4.2 Ensures the requirements of the Equal Opportunity and Occupational Safety and Health Legislation are met within the Clinic.

5. Education and Training

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

5.2 Participates in regular peer review and case review meetings.

6. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

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

7. NMHS governance, safety and quality requirements

7.1 Participates in the maintenance of a safe work environment.

7.2 Participates in an annual performance development review.

7.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

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

7.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

7.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

8. Undertakes other duties as directed.



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.
5. Current 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 prerequisites

Appointment is subject to:

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

Manager/Supervisor

Name: Paul Candy
Signature/HE: HE39655
Date: 20 May 2022

Dept/Division Head

Name:
Signature:
Date:

Position occupant

Name:
Signature:
Date:

