

POSITION DESCRIPTION

Position:	Dentist		
Division:	Community Wellbeing and Partnerships	Level of Authority: (as per BRHS Instrument of Delegation)	General Staff
Department/Unit:	Oral Health Services		
Reports To:	Oral Health Services Manager		
Direct Reports:	Nil		
Enterprise Agreement:	Victorian Public Health Sector (General Dentists') Multi Enterprise Agreement 2018 - 2022 and subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment.		
Salary Range:	Level 1-3c, depending on level of skills and experience, \$75,333 - \$113,316 per annum (pro rata if part time), plus superannuation in accordance with statutory regulations.		

BAIRNSDALE REGIONAL HEALTH SERVICE

Bairnsdale Regional Health Service (BRHS) is a multifaceted and growing regional health system providing a comprehensive array of health care services to the East Gippsland community. BRHS is driven by the vision to be an innovative leader in the health care field and provide outstanding person centred services to our community.

Three campuses in Bairnsdale provide opportunity for staff and students across a wide range of professional specialties including emergency, acute, sub-acute, maternity, residential aged care, allied health, community health, oral health, information technology, administration, finance and extensive support services. As the region's largest employer, BRHS is a magnet that attracts talented professionals to the region, and maintains a strong commitment to developing key strategic partnerships to enhance healthcare services in the region strengthening our community.

We maintain a strong commitment to understand the health service needs of the local population. Our fundamental commitment to partnering with our consumers through ongoing collaboration supports our delivery of great consumer experience and health outcomes.

BRHS is located on the lands of the Gunai Kurnai people. Find out more about BRHS [here](#)

DEPARTMENT

The Oral Health Program provides a range of oral health services to clients of all ages in the East Gippsland area. The Oral Health Service consists of a well-equipped 6-chair surgery located within the Community Health Complex in Ross Street, Bairnsdale. The Clinic currently operates Monday to Friday (except Public Holidays) during the hours of 8.00am – 5.00pm. The program also offers dental outreach services under a subregional model and operating a mobile dental van to treat the local Aboriginal community in areas around East Gippsland.

POSITION OBJECTIVE

BRHS Dentists work as part of the Oral Health Services team to ensure the internal objectives of the department are met and customer service standards are maintained. The Dentist will be responsible for the provision of a broad range of clinical duties within the scope of publicly-funded dental services in accordance with BRHS's vision, objectives, principles and trademark behaviours whilst adhering to Dental Health Services Victoria's (DHSV) policy and procedures. Opportunity exists to participate in outreach services including delivery of the Smile Squad school dental program across East Gippsland. The Dentist will provide clinical care to clients, and support to the dental team, under the direction of a Senior Dentist and the Oral Health Manager within their level of skill and experience.

ORGANISATIONAL INFORMATION

Vision:

Respected leader of outstanding health care

Role Statement:

To improve the health and wellbeing of the East Gippsland community by providing accessible, high quality and sustainable health services.

Strategic Objectives

1. Safe, Effective Care
2. Skilled, valued and compassionate workforce
3. Leadership, accountability and a sustainable future
4. The consumer at the centre

Organisational Principles

1. Progressive

BRHS will ensure that our models of care are evidence based and contemporary and we are leaders of regional health care in a rural environment.

2. Accountable

BRHS will acknowledge our obligations through a culture of honesty, trust and absolute responsibility for its action.

3. Competent

BRHS will demonstrate compassion, proficiency and knowledge as a learning organisation to ensure our care is always safe and effective.

4. Person Centred

BRHS will work in partnership with patients, families and carers to empower them to make informed decisions about their own health and create a positive patient experience.

5. Collaborative

BRHS will establish relationships that enhance the delivery of safe, effective and integrated and high quality health services for the community of East Gippsland.

Trademark Behaviours

1. Display trust & mutual respect
2. Have courage to change
3. Step up & take responsibility
4. Be positive & support others
5. Learn & apply knowledge

RESPONSIBILITIES & ACCOUNTABILITIES

Primary Responsibilities

Level One - Three:

- Provide high quality general and emergency dental care in accordance with DHSV clinical standards, regulations, professional guidelines and policies.
- Comply with the Victorian Dental Registration requirements for Practice as a registered provider of Dental Services.
- Perform duties and manage patients within competency, scope of practice and experience as determined by credentialing committee and as assessed by regular record audit.
- Provide quality dental care, support and education to clients and their carer's.
- Formulate, record and manage individual treatment plans.
- Communicate effectively internally and externally, on matters relating to client interventions and needs including appropriate referral of patients for specialist services
- Ensure that all dental care delivered complies with relevant Radiation licensing, medication administration, infection control standards and the requirements of National Safety and Quality Health Service Standards for Public Dental Practices.
- Work with Dental Assistants and Reception staff in a collaborative and efficient manner to ensure cohesive and effective consumer focussed service provision.
- Ensure documentation and data in client files is prompt, relevant, accurate and reflective of a professional approach to work practice
- Ensure safe use and maintenance of dental equipment according to manufacturer's guidelines and in good working order
- Ensure that the confidentiality of BRHS Dental patients is respected and upheld at all times.
- Achieve productivity benchmarks in accordance with Community Dental Program funding formula.
- Participate in outreach services including delivery of the Smile Squad school dental program across East Gippsland as required.
- Undertake other duties as required by the Manager/Team Leader that are within the scope and skill consistent with the position.

Level Two additional responsibilities:

- Perform a range of routine dental tasks (within scope of practice) at a competent level.
- Provide a basic level of support in clinical decision making and performance of clinical tasks to team members including Level 1 staff.
- Undertake additional continuous improvement activities as requested by the Manager.

Level Three additional responsibilities:

- Perform a range of advanced dental tasks (within scope of practice) at a competent level.
- Provide a comprehensive level of support in clinical decision making to team members including Level 1 and 2 dentists, acting as a mentor to less experienced staff and students.
- Direct work within the team and undertake additional continuous improvement activities as requested by the Manager.

Strategic Imperatives

- Demonstrate an awareness and understanding of BRHS' strategic plan and contribute to the team's work plan to achieve organisational objectives.
- Ensure all work practices comply with current BRHS policies, procedures and/or guidelines.

- Be familiar with the organisation's principles and demonstrate alignment with the trademark behaviours in day to day practice.
- Demonstrate an awareness and compliance with the BRHS Consumer Engagement strategy to foster person-centred practice.
- Adopt and maintain a progressive and evidence-based approach to service delivery.

Professional Development

- Actively engage in the annual performance review and development appraisal with direct supervisor.
- Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.
- Ensure completion of mandatory competencies (both organizational and profession-specific).

Work Health and Safety

- Regularly monitor and review personal work practices and the environment to ensure a healthy and safe workplace in accordance with BRHS policies/procedures and legislative requirements.
- Adhere to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control policies and legislation.
- Proactively report OH&S hazards, incidents and injuries to supervisor.

Quality and Risk Management

- Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.
- Adhere to BRHS incident and complaint investigation policies and procedures.
- Manage risk in daily work practices.
- Adhere to all organisational policies and procedures.
- Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence.

Information and Resource Management

- Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately
- Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.
- Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.
- Work within budget requirements and use resources appropriately.
- Comply with record and information management requirements in accordance with relevant BRHS policies and guidelines.
- Ensure information relating to patients/clients and colleague's is kept private and confidential at all times in accordance with BRHS policy and procedures.

Communication and Teamwork
<ul style="list-style-type: none"> Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required by supervisor. Work in a co-operative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred service provision. Provide guidance and support to students and staff in your work area to contribute to a valuable and constructive learning experience.
Diversity and Inclusion
<ul style="list-style-type: none"> Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities. Actively participate in developing cultural competence including an awareness and understanding of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability.

POSITION REQUIREMENTS

Position Requirements	
Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement.</i>	Required
Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement.</i>	Required
Satisfactory Health Declaration (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i>	Required
Immunisation History (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i>	Required
Evidence of COVID-19 vaccination <i>Proof of first vaccination must be provided prior to commencement (eg Certificate from myGov record) and full vaccination status is to be obtained in accordance with Department of Health guidelines.</i>	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Required
Valid Trade Licence	Not required
Undertake Health monitoring as per BRHS Cytotoxic Drugs & BCG Instillations policy). Mandatory to occur prior to commencement and when required during employment.	Not required
Typical Work Schedule	
This position is worked as required from Monday to Friday	

KEY SELECTION CRITERIA

Bairnsdale Regional Health Service is an equal opportunity employer. BRHS has adopted a common set of principles across the organisation and developed associated trademark behaviours. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, behaviours and other personal qualities required to carry out the role effectively.

Qualifications and Experience

- Approved tertiary qualification as a Dental Practitioner
- Registration as a Dental Practitioner with AHPRA
- Demonstrated clinical experience in a Dental Practice, or equivalent setting

Skills, Knowledge and Attributes

1. Sound knowledge of Dental clinical practice, together with demonstrated commitment to ongoing professional development.
2. Demonstrated ability to work as an effective team member
3. Demonstrated ability to communicate effectively with a wide range of people, including co-workers, patients, parents and other health professionals
4. Excellent organisational skills with the ability to manage time and meet deadlines
5. Proven capacity to use initiative and work independently within scope of practice
6. An understanding of and commitment to public health principles
7. Good computer skills. Experience using Titanium Dental software package would be an advantage
8. A knowledge of current Victorian public dental programs would be well-regarded

Level Two additional requirements

9. Moderately experienced dentist competent in basic tasks and experience in some (but not all) areas of clinical dentistry
10. Evidence of developing leadership skills

Level Three additional requirements

11. Experienced dentist competent in all areas of clinical dentistry
12. Good leadership skills
13. Demonstrated commitment to professional development and peer review

JOB DEMANDS CHECKLIST

Bairnsdale Regional Health Service endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks		X			
Walking	Periods of walking required to perform tasks	X				
Bending	Forward bending from waist to perform tasks	X				
Kneeling	Remaining in a kneeling position to perform tasks					X
Lifting/Carrying	Light lifting and carrying					X
	Moderate lifting and carrying					X
	Assisted lifting (mechanical, equipment, person assist)					X
Climbing, Working at Heights	Ascending and descending ladders, stools, scaffolding					X
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs and floor cleaning equipment					X
Reaching	Arms fully extended forward or raised above shoulder					X
Crouching	Adopting a crouching posture to perform tasks					X
Foot Movement	Use of leg and/or foot to operate machinery			X		
Head Postures	Holding head in a position other than neutral (facing forward)				X	
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding			X		
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands				X	
Driving	Operating a motor powered vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.	X				

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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations	x				
Aggressive/ Unpredictable People	Raised voices, yelling, swearing, and arguing. E.g. Drug/alcohol, dementia, mental illness	x				
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased	x				
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					x
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)				x	
Noise	Environmental/background noise necessitates people raising their voice to be heard	x				
Biological Hazards	E.g. Exposure to body fluids, bacteria, infectious diseases requiring PPE					x
Cytotoxic Materials	Handling and/or preparation of cytotoxic materials				x	
Radiation	Working with radiologic equipment					x

AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X

Employee signature
Date

X

Employee name (Printed)

Bairnsdale Regional Health Service is a smoke free workplace

DOCUMENT CONTROL

Bairnsdale Regional Health Services reserves the right to review and amend this document at its discretion.

Reviewed by Manager:	Date: 22/01/2021	Updated: <input checked="" type="checkbox"/>	No Update required: <input type="checkbox"/>
Approved by Director:	Date: 22/01/2021	Name: Linda Daniel DCWP	

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