



Maryborough District Health Service

POSITION DESCRIPTION

Position Title:	Oral Health Therapist – Smile Squad
Reports To:	Team Leader Community Nursing /Dental
Direct Reports:	Nil
Directorate:	Nursing and Midwifery, Allied Health
Award:	Victorian public health sector (General dentists) multi enterprise agreement 2018-2022 (No.2) or dental therapists, dental hygienists and oral health therapists (Victorian public sector) (single interest employers) enterprise agreement 2022 - 2023 and subsequent agreements.
Classification:	DT45-DT47 – Award 13 Level 1
Employment Conditions:	80 hours per fortnight
Qualifying Period:	6 months from commencement date.

Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

Our Vision

Changing the healthcare story with our community.

Our Values



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

The Position

The Dental Therapist / Oral Health Therapist -Level 1 is responsible for the provision of dental care within the scope of the Dental Practice Board of Victoria's Code of Practice for Dental Therapists/Oral Hygienists.

The Dental Therapist / Oral Health Therapist -Level 1 is expected to provide direct patient care, in accordance with the guidelines of the Integrated Oral Health Program & Dental Health Services Victoria's Clinical Standards, to ensure the provision of high quality and efficient dental services to clients accessing the Public Dental Clinic at MOHS.

The Dental Therapist / Oral Hygienist -Level 1 will participate in dental health promotion and education programs, with an aim to advancing dental health in Victoria.

This position will work closely with other members of the Dental team including Dentists, Dental Therapists, Dental Hygienists, Dental Assistants and Administration to ensure that members of the community have access to respectful, high quality and efficient public dental services.

Key Responsibilities

- Provide high quality dental therapy/oral hygiene services in accordance with the guidelines of the Integrated Oral Health Program and best practice clinical standards to the client population and their families.
- Take an active role in the establishment of the standards of practice for the public dental services within Maryborough District Health Service.
- To provide assessment, diagnosis, treatment planning and direct patient care within the Dental Therapy/Oral Health scope of practice within public dental health programs.
- Ensure that strategies are employed to plan, monitor and accurately report performance against negotiated targets.
- Actively participate in oral health promotion and education for clients and their families, within a clinical setting.
- Maintain patient records in accordance with the Dental Practice Board of Victoria's Clinical Records Standard and the Health Records Act 2002
- Undertake data collection for the monitoring and evaluation of programs.
- Advise management on the purchase of equipment for the working of the clinic.

Generic Responsibilities

Code of Conduct: The MDHS Code of Conduct is binding on all members of our team. Contravention of a provision in the code may constitute misconduct and / or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Staff Grievance Resolution Counselling and Discipline Policy.

Compliance with policies and procedures: All MDHS policies and procedures are located on PROMPT. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety: Every member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control: Every staff member has the responsibility to minimise incidents of infection / cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality: All information concerning MDHS, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement: MDHS is dedicated to improving the quality and safety of health services by providing care

within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

Diversity: Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff. Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Pre-Employment Security Screening:

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions which is to be completed every 3 years.
- A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

No-Smoking Policy: To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

Key Selection Criteria

Essential

Qualifications:

- To be registered or eligible for registration as a Dental Therapist/Oral Health Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Graduate level clinical and technical skills as a qualified Dental Therapist/Oral Health Therapist.

Technical/Professional Knowledge and skills

- An understanding of and adherence to the regulations that govern Dental Therapists/Oral Health Therapists
- An understanding of Infection Control standards within Dental practice.
- Ability to problem-solve client issues and fellow staff member's interface with your work effectively.
- Ability to understand and apply a client-centred service model in order to identify and meet the needs of both internal and external customers in a prompt and courteous manner.

Personal Attributes

- Ability to communicate effectively both written and verbally with a range of clients, families, other staff and professionals.
- Ability to be flexible and work in a changing environment.
- Demonstrated good interpersonal skills to foster a positive morale and to work in a team **environment**.

Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.

- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory training.
- Redeployment to other services and sites within MDHS may be required.

Acknowledgement

I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Name (please print)

Signature

Date
