
POSITION TITLE:	Dentist
RESPONSIBLE TO:	Director of Clinical and Aged Care Services
DEPARTMENT:	Dental
AWARD:	General Dentist Award
CLASSIFICATION:	As per contract
REPORTS TO:	Manager Dental
CONTRACT:	As negotiated

At Orbost Regional Health we are proud that this innovative Multi-Purpose Service has the capacity (through our flexible funding) to embrace a holistic approach to health and wellbeing. We provide not only the Acute and Aged Care facilities, for which we are well known, but also many other services to maintain the physical and mental well-being of the community.

Orbost Regional Health has a two chair Dental Clinic on-site in Boundary Rd, Orbost. The clinic operates Monday to Friday providing general oral health services both public and private, school dental services and denture services. Orbost Regional Health has a Public Dentist, Visiting Private Dentist, Qualified Dental Assistants and reception/administration staff.

Orbost Regional Health Dental department aims to provide the best service for the community. The dental team is committed to offering excellent treatment in a caring environment to ensure your oral health needs are met.

POSITION STATEMENT

The Dentist will be responsible for providing integrated dental services for eligible clients at Orbost Regional Health. The Dentist will work with the dental team to ensure that the standard of care is of the highest level in accordance with DHSV guidelines and Orbost Regional Health policy, procedures, relevant legislation and standards.

The Dentist will participate in the planning, implementation and management of the dental health program.

QUALIFICATIONS

- Dental registration with Australian Health Practitioner Regulation Agency (APRHA) and relevant association with the Dental Board.
- Bachelor of Dental Science.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

- Provide general dental services for eligible clients and ensure that the standard of care is maintained at the highest level.
- Contribute to the dental program policies, standards and guidelines, including those related to clinical practice.

- Comply with Orbest Regional Health Infection Control Policy in accordance with the relevant standards and legislative requirements.
- Contribute to the organisation’s continuous quality improvement processes, including planning and evaluation of services and programs
- Ensure that client records, statistical records and accountability information is prepared and submitted in a timely manner.
- Ensure oral health promotion is inherent in service delivery.
- Ensure appointments are time efficient and address patient’s needs.
- Maintain dental charts and histories of client’s treatment and review to ensure that the treatment plan does not compromise patient health.
- Assist in ensuring the dental service is financially viable and cost effective and that dental equipment and clinical facilities are of adequate and appropriate standards.
- Maintain effective working relationships with staff and regularly participate in team and organisational activities.

KNOWLEDGE, SKILLS and ATTRIBUTES

Experience in the field of dental treatment

Experience in the delivery of efficient and effective dental services

Experience in professional education



HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Respect, Integrity, Compassion, Excellence, Community**
- All employees of Orbest Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbest Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.



ADMINISTRATION

- Be conversant with Orbest Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system



OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.

- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

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QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbest Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.
- Be aware of Orbest Regional Health’s approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

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AUTHORITY AND CONDITIONS

- All employees of Orbest Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbest Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level NA under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

.....
Executive Title

.....
Signature

.....
Signature

.....
Date

.....
Date

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

KEY SELECTION CRITERIA

ESSENTIAL CRITERIA

- Approved qualification in Dentistry
- Dental registration with Australian Health Practitioner Regulation Agency (APRHA) with relevant association with the Dental Board.
- Demonstrated knowledge in general dentistry practice.
- A strong understanding and commitment to the principles of community health and public dental services.
- Proven ability to communicate effectively including high-level written and verbal skills.
- Demonstrated ability to work in a team.
- Demonstrated ability to communicate effectively with a wide range of people, including co-workers, patients, parents and other health professionals.
- Ability to manage time effectively, take initiative and work independently to established targets and key performance indicators.
- Police Check and Working with children check.

DESIRABLE CRITERIA

- Computing skills including use of TITANIUM, spread sheet and word processing applications.
- Possession of a current Driver's Licence
- Passion to ensure the needs of a rural community are met.
- Willingness to participate in outreach services to remote communities.

Orbost Regional Health Position Description - Attachment 1
Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation	Mandatory	All ORH Staff	Online Training	MPS Managers
NDIS Worker Orientation Program	Orientation (post June 2020)	Mandatory	NDIS workers	Online Training	People and Culture

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & years 2	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & years 2	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2years	Info Update	All ORH staff	Manager Discussion