

REPORTS TO	Chief Executive Officer
AREA OF RESPONSIBILITY	<p>The Dentist is responsible for the overall management and delivery of a comprehensive range of dental services and treatments and the supervision of staff employed at the Boort Dental Clinic.</p> <p>Conduct clinical examinations and provide dental treatment including minor oral surgery and prosthetic treatment as per the Dental Health Services Victoria guidelines.</p> <p>Compile and maintain records for each patient, ensuring accurate documentation of relevant clinical data as required by Dental Health Services Victoria.</p>
ESSENTIAL	<ul style="list-style-type: none"> • Bachelor of Dental Science or qualifications that are recognised by the Dental Board of Australia to practice as a Dentist. • Demonstrated ability to uphold and model BDH values. • Demonstrated commitment to professional development, encompassing quality improvement. • Demonstrated knowledge and understanding of concepts of clinical governance, patient safety and clinical risk management. • Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards. • Knowledge of Quality Improvement / Accreditation systems as applied to Dental settings. • Understand the principals of financial management, including budget development, monitoring and reporting. • Demonstrated clinical leadership, with sound knowledge of current best practice in Dental settings. • High level interpersonal communication skills and significant stakeholder management experience. • Excellent computer skills with the ability to utilise Microsoft office suite, and financial management information systems. • Demonstrated ability to lead and manage change taking into consideration the appropriate consultative process and operational requirements. • Satisfactory National Criminal History Check • Satisfactory Working With Children Check
DESIRABLE	<ul style="list-style-type: none"> • Membership of relevant professional organisations • Innovative skills in program delivery, particularly in relation to a rural environment.
SAFETY AND QUALITY	<p>The role of the dentist is important for forming relationships with patients, families and carers. This will improve the patient experience and the design and planning of organisational processes, safety systems, quality initiatives and training.</p> <p>The Dentist has a responsibility to ensure the safety and quality of all BDH clients by developing, managing and implementing the Clinical Governance, Safety, and Quality Governance Frameworks across the organisation.</p> <p>The Dentist will clearly articulate this by modelling behaviour that supports the organisation's commitment to respectful, safe and quality and person centred care.</p>
CLASSIFICATION	Victorian Public Health Sector (General Dentists') Enterprise Bargaining Agreement 2018 – 2022
HOURS OF WORK	Full Time

KEY SELECTION CRITERIA	<p>KSC 1 Leadership qualities and ability to lead and manage a team</p> <p>KSC 2. Sound clinical knowledge and expertise in dental practice.</p> <p>KSC 3. Proven time management and prioritisation skills</p> <p>KSC 4. High level communication skills both written and verbal and proven ability to be able to liaise and work in a multidisciplinary team.</p> <p>KSC. 5 Successful accreditation under the NSQHS National Standards and all other external quality assessment systems.</p> <p>KSC 6. Evidence of a commitment to ongoing professional development.</p> <p>KSC 7. All dental records maintained to best practice that follows the BDH policies and procedures.</p>
Key Responsibility Area 1	DESCRIPTION
<p>Personal & Professional Development</p> <p><i>Demonstrated experience and understanding of the need for continuation of both personal & professional development.</i></p>	<ul style="list-style-type: none"> • Maintains a contemporary knowledge base to provide safe effective patient/resident centred care and to meet the changing needs of the position, career and industry. • Maintain all mandatory competencies for both self and staff and be actively involved in other training and development as required to ensure service delivery meets the strategic needs of the department. • Responsible for the performance management system for staff and encouraging or motivating staff to increase their personal and professional development.
Key Responsibility Area 2	DESCRIPTION
<p>Customer Service</p> <p><i>Evidence of positive feedback and consumer satisfaction.</i></p>	<ul style="list-style-type: none"> • Foster a culture of patient/resident centred care this is achieved by excellence in customer service, identifying that customers include residents and patients, visiting health professionals, all staff employed by the Health Service, visitors, volunteers and the community • Maintain confidentiality on all issues relating to the organisation, residents/patients and colleagues.
Key Responsibility Area 3	DESCRIPTION
<p>Administration & Documentation</p> <p><i>Through the use of BDH processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner. Department is managed within budget</i></p>	<ul style="list-style-type: none"> • Ensure that all documentation is accurate and completed in a professional and timely manner and meets best practice as determined by Dental Health Services Victoria. • Accept responsibility for operating within budgetary constraints, monitor and control budget expenditure across all areas of BDH. • Participate in relevant committees and prepare and submit reports as required by CEO. • Actively apply for grants, funding, sponsorship, and awards; when they become available and with collaboration with CEO. • Ensure care is based on person centred care that has shared decision making taking into account consumer health literacy.

Key Responsibility Area 4	DESCRIPTION
<p>Technical Skills and Application</p> <p><i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"> • Ensure processes are in place which support staff health and safety, equal opportunity, injury management, and antidiscrimination • Clinical procedures operate under best practice according to Dental Board of Australia guidelines. • Responsible for staff recruitment, orientation, development, performance management, counselling and disciplinary procedures and leave management in accordance with current awards, budget and organisational policies. • Manage workplace relations in a transparent manner according to our values. • Promote preventative dental health strategies to ensure a high standard of health care, resources and information is being provided to patients and the community. • Provide leadership in best practice clinical procedures in relation to infection control and occupational health and safety.
Key Responsibility Area 5	DESCRIPTION
<p>Teamwork & Communication</p> <p><i>Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of BDH.</i></p>	<ul style="list-style-type: none"> • Demonstrate the ability to work consistently and positively within a team to achieve BDH vision, mission and strategic performance. • Foster effective working relationships within departments and between departments and resolve any conflict in accordance with BDH procedures and values. • Ensure communication to all staff and stakeholders is inclusive and consistent. • Promote the Know Better, Be Better campaign.
Key Responsibility Area 6	DESCRIPTION
<p>Quality / Safety and Risk Management</p> <p><i>Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system.</i></p> <p><i>Act in accordance with all relevant external legislation and internal BDH policies and procedures that relate to this position and the organisation.</i></p>	<ul style="list-style-type: none"> • Participate in and contribute to quality improvement programs and other organisational activities to meet all Accreditation Standards. • Provide leadership in managing risk in the dental clinic. Ensure understanding and commitment to all BDH risk management policies and procedures. Where appropriate assist to develop effective measures for the management of risk. • Provide leadership in maintaining the quality and safety standards required to meet all Accreditation obligations.

Performance Indicators

The Dentist performance will be monitored against the following indicators:

1. Evidence that comprehensive dental care is provided which is consistent with a patient's/residents dental needs.
2. Documentary evidence of monitoring, evaluation and actions arising when reviewing care goals for the Patient/Resident.
3. Best practice is being delivered and documented in patient/resident records
4. Proof of promotion, leadership and team work on actions supportive of BDH maintaining accreditation under the National Safety and Quality Health Standards.
5. Verification of the provision of a positive work place environment that shows professional conduct and communications with other health stakeholders.
6. Active engagement, oversight and involvement in dental processes, systems and documentation.
7. Achievement of duties as assigned by the CEO.

Actively participates in role modelling above the line behaviours at all times.

Principle/Value	Associated Behaviours
Services are client focused	<ul style="list-style-type: none"> • Having the courage to question what we do • Determined to do the best job you can • Striving continuously to innovate and improve • Being professionally and enthusiastic • Maintaining client focus
Through impartiality, the rights and choices of people are respected	<ul style="list-style-type: none"> • Showing compassion to all • Demonstrating empathy and understanding at all times • Working as a team and mentoring others • Providing encouragement to others • Ensure commitment to Child Safe Standards
Accountability is demonstrated through our actions	<ul style="list-style-type: none"> • Maintaining confidentiality and privacy at all times • Listening to others and accepting differences • Being punctual • Responding courteously • Greeting all people by saying hello, smiling, introducing yourself, being culturally sensitive • Demonstrating consistency in decision making • Treating people equally being considerate and understanding • Being collaborative and collegiate
Care and services delivered in a manner which demonstrates integrity	<ul style="list-style-type: none"> • Being honest • Leading by example • Being responsible and accountable for your own actions

PERFORMANCE REVIEW

A performance development and review process will be carried out three months after commencement, and on an informal basis and thereafter on a formal annual basis.

I acknowledge that I have received a copy of this position description. I have read (or had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Dentist: Date:

Chief Executive Officer: Date:

Issued: September, 2009

Reviewed:

May 2012, August 2013, April 2014, November 2016,
September 2019, August 2020, March 2021

Review	
3 Months	<input type="checkbox"/>
6 Months	<input type="checkbox"/>
12 Months	<input type="checkbox"/>