



# Position Description

(Front Line positions only)

Position Identification			
Position Title:	Dental Officer – Level 3		
Direct Reports	Not Applicable	Indirect Reports:	Not Applicable
HRIS Position Number:		Effective Date:	7 Nov 16
Location:	Brunswick		
Scope of Practice:	Scope of Practice Link		
Delegation of Authority:	Refer to Delegation of Authority Policy (Policy number:1.01.07)		
Agreement/Classification <small>*For HR use only</small>	EBA Agreement, Grade/Year		
Organisational Context			
Divisional:	Aged and Primary Care		
Program:	Dental Services	Unit:Dental	
Organisational chart	<p>Example only</p> <pre> graph TD     GM[General Manager Aged and Primary Care] --&gt; MA[Manager Active and Health Aging]     GM --&gt; MCP[Manager Prevention and Complex Care]     GM --&gt; MHC[Manager Home Care and Social Connections]     GM --&gt; MD[Manager Dental Services]     MD --&gt; DO[Dental Officer - Level 3]           </pre>		
Position Summary			
<p>This role will provide high quality, efficient and effective dental services to eligible patients providing a broad range of clinical services, including to patients with complex needs . They will work as a clinical team member alongside a range of other dentists, oral health therapists, prosthesisists and dental assistants.</p>			
Position Accountabilities			
<p>Please refer to PD toolkit</p>	<ul style="list-style-type: none"> <li>• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.</li> <li>• Undertake any reasonable additional tasks as directed by Merri Health.</li> <li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li> </ul> <p><b>Clinical Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Provide compassionate, effective and efficient dental services within specified clinical guidelines, including appropriate waiting list management</li> <li>• To have advanced skills in managing most difficult clinical situations, those with more complex medical and social histories and those with disabilities</li> <li>• Ability to provide a broad range of efficient dental services including endodontic procedures and basic oral surgery</li> <li>• To ensure uses of service are treated in a manner which respects their</li> </ul>		



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	<p>cultural beliefs and practices, including facilitating the use of interpreters when required</p> <ul style="list-style-type: none"><li>• Ensure safe use and maintenance of dental equipment according to manufacturer's guidelines, take responsibility of maintenance of equipment, and to advise the Senior Dentist and Team Leader, Dental Services on the condition of the dental equipment</li><li>• Ensure high level of infection control within the dental facility and to be compliant in all infection control procedures dictated by the clinic and by the AS/NZS 4817:2014</li><li>• To be qualified and competent in the taking and interpretation of intra oral radiographs and interpretation of extra-oral radiographs</li><li>• Provide clinical advice to dental practitioners as required</li><li>• Support the implementation of dental programs associated with alternative funding streams, including Medicare-funded Dental programs (or exploring private practice options)</li></ul>
<b>Safety and Risk</b>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"><li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks.</li></ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"><li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li><li>• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li><li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li><li>• May be required to occasionally lift and carry items weighing up to 10kgs</li></ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"><li>• Be proactive in risk identification, notification and management.</li><li>• Comply with Merri Health's policies and procedures</li><li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li></ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<b>Capabilities</b>	<p>All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can found within Merri Health's Capability Matrix.</p>
<b>Key Selection Criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Bachelor of Dental Science or equivalent dental qualification</li><li>• Current Medicare provider number / Registration number</li><li>• Current Dental Prescriber number</li></ul>



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	<ul style="list-style-type: none"><li>• High level of clinical competence and a demonstrated commitment to the provision of appropriate, high quality dental services with a focus on public health principles</li><li>• Excellent understanding of Infection Control Procedures</li><li>• Advanced interpersonal and communication skills and demonstrated ability to work as an effective team member</li><li>• Demonstrated commitment to continuing personal and professional development</li><li>• Understanding of issues associated with culturally and linguistically diverse communities and High level of skills including Customer Service particularly in dealing with internal and external clients from diverse backgrounds and with special needs, effective teamwork skills</li><li>• Ability to commit to Merri Health values and philosophy, and capacity to engage in the enhancement of Merri Health culture in meeting organisational objectives</li><li>• Commitment to Confidentiality and Privacy protocols, and Merri Health administrative procedures and OH&amp;S policies and procedures</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Ability to speak a relevant community language and experience in working with people of non-English speaking background an advantage</li><li>• Experience working in Community Health/Public Dental setting</li><li>• Knowledge of Titanium (DHSV) software</li></ul>
<b>Checks, licences and registration</b> (Delete/add relevant checks, etc.)	<ul style="list-style-type: none"><li>• National Police check</li><li>• Working with Children check</li><li>• Current full or probationary Drivers Licence</li><li>• <b>Current Dental Board of Australia (DBA) registration as a dentist</b></li><li>• <b>Current Victorian Radiation Licence</b></li><li>• <b>Current Registration with AHPRA</b></li></ul>