



# Position Description

Position Identification			
<b>Position Title:</b>	Oral Health Therapist – Extended Scope		
<b>Direct Reports</b>	Not Applicable	<b>Indirect Reports:</b>	Not Applicable
<b>HRIS Position Number:</b>	2011	<b>Effective Date:</b>	TBD
<b>Location:</b>	Brunswick		
<b>Scope of Practice:</b>	Scope of Practice Link		
<b>Delegation of Authority:</b>	Refer to Delegation of Authority Policy (Policy number:1.01.07)		
<b>Agreement/Classification</b> *For HR use only	Merri Health Enterprise Agreement <ul style="list-style-type: none"> <li>Oral Health Therapists, Grade 1</li> </ul>		
Organisational Context			
<b>Divisional:</b>	Aged and Primary Care		
<b>Program:</b>	Dental Services	<b>Unit:Dental</b>	
<b>Organisational chart</b>	<pre> graph TD     GM[General Manager Aged and Primary Care] --&gt; M1[Manager Prevention and Complex Care]     GM --&gt; M2[Manager Active and Healthy Aging]     GM --&gt; M3[Manager Home care and social connection]     GM --&gt; M4[Manager Dental Services]     M4 --&gt; SOT[Senior Oral Health Therapist]     SOT --&gt; OHT[Oral Health Therapist - Extended Scope]           </pre>		
Position Summary			
<p>This position holder will work alongside Dentists, Oral Health Therapists, Prosthetists and Dental Assistants to provide high quality, efficient and effective dental services to eligible patients. This includes comprehensive dental care, examination, basic restorative and hygiene therapy within their scope of practice for adults.</p>			
Position Accountabilities			
<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 guidelines specified by DHSV, including appropriate waiting list management</li> <li>To ensure users of service are treated in a manner which respects their cultural beliefs and practices, including facilitating the use of interpreters when required</li> </ul>			



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	<ul style="list-style-type: none"><li>• Participate in the provision of outreach dental services, screening, early detection, and oral health promotion including working within the Smile Squad program</li><li>• Provision of services within scope of practice including extended scope, adult examinations, basic adult restorative treatment and placement of stainless steel crowns</li><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 OHT and Team Leader, Dental Operations on the condition of the dental equipment</li><li>• To be compliant in all infection control procedures dictated by the clinic and by the AS/NZS 4187:2014</li><li>• To be qualified and competent in the taking and interpretation of intra oral radiographs and interpretation of extra-oral radiographs</li><li>• To ensure current radiation safety standards are maintained</li><li>• Support the implementation of dental programs associated with alternative funding streams, including Medicare-funded Dental services or exploring private practice options.</li><li>• To provide an environment that is safe, comfortable and non-threatening to the client and other staff</li><li>• To maintain accurate client and program records and statistics as required by funding bodies</li><li>• To maintain strict confidentiality and privacy of all client information</li><li>• To help maintain accurate client records in accordance with Merri Client Records Policy</li><li>• Participate in ensuring good clinical governance systems are operating within the team</li><li>• Participate in clinical audits as required</li></ul> <p><b>General</b></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><li>• Practice complies with AHPRA and delegated scope of practice</li></ul>
<p><b>Safety and Risk</b></p>	<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>



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	<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>
<p><b>Capabilities</b></p>	<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>
<p><b>Key Selection Criteria</b></p>	
<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Bachelor of Oral Health and Graduate Certificate in Dental Therapy (Advanced Clinical Practice) or equivalent qualification</li> <li>• Current AHPRA Registration number</li> <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 skills and excellent written and oral communication</li> <li>• Demonstrated ability to work as an effective team member in a progressive clinical setting</li> <li>• Commitment to continuing personal and professional development</li> <li>• Demonstrated understanding of complexities 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</li> <li>• Demonstrated ability to work within a team</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>
<p><b>Desirable</b></p>	<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>• Demonstrated leadership involvement</li> <li>• Experience working in clinics implementing new models of care</li> <li>• Knowledge of Titanium (DHSV) software</li> <li>• Experience in conducting oral health promotion in an outreach setting</li> <li>• Experience in the placement of Stainless Steel Crowns including using the Hall Technique</li> <li>• Qualifications with an adult scope of practice</li> </ul>



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<b>Checks, licences and registration</b>	<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>• Current Victorian Radiation Licence</li><li>• Current Registration with AHPRA</li><li>• Statutory Deceleration</li><li>• Immunisation Category A</li><li>• CPR &amp; First Aid Certificate (Must be obtained within 1 month of employment)</li></ul>
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