



Swan Hill
District Health
my hospital



Respect - Professionalism – Care – Commitment - Collaboration

Lead Dentist Level 2

Swan Hill District Health is seeking a dentist to join our modern friendly practice. The practice services both public and private patients. Treatment of private patients attracts additional remuneration.

The successful applicant will:

- Have excellent communication and treatment planning skills
- Be competent in all aspects of general dentistry
- Be able to work effectively in a team environment
- Have AHPRA Registration Certificate and Professional Indemnity Insurance

Swan Hill District Health Dental Services is a four chair surgery with fully computerised with digital x-rays, OPG and excellent modern facilities. We pride ourselves on exceptional standards of patient care and quality of dental work.

Swan Hill District Health, 'My Hospital'

Swan Hill District Health provides a wide range of clinical services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy, pathology and radiography diagnostic services.

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- ✓ A professional, committed workforce and highly supportive community
- ✓ Variety in work and a sense of achievement
- ✓ Competitive Remuneration based on skills, knowledge and experience-this can be changed to include relocation or salary packaging available

Want More Info?

For enquiries please contact Jeanette Healey by email to jhealey@shdh.org.au or by phone on 03 5033 9411.

Applications including the names of three referees should be forwarded to: Mr. Steven Wainwright, Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: hrmanager@shdh.org.au.

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM.

Email applications are preferred.



Position:	Dental Officer
Classification:	In Accordance With The Victorian Public Sector – (General Dentists) Enterprise Agreement 2014-2017
Department:	Primary Care Services
Reports to:	Senior Dental Officer Dental Clinic Coordinator
	The Dentist is responsible for the provision of high quality clinical services and for support of the management and daily operations of the dental clinic including providing high level of support to clinical staff, management of complaints relating to clinical issues, management of referrals from other practitioners, manages peer review assessments.
Position Summary:	<p>To deliver safe and comprehensive dental services, promote dental hygiene and preventative dental health education to ensure clients receive optimal dental care to improve their oral health status.</p> <p>The Dental Officer as a highly experience dental practitioner, is responsible for the provision of a broad range of clinical duties within the scope of publicly funded dental services, including patients with disabilities and complex medical histories.</p> <p>The Dental Officer possesses advanced skills to independently undertake clinical duties, infrequently requiring support or advice from a senior dental officer, in accordance with DHSV clinical standards and policies and Swan Hill District Health’s Policy and Protocols to ensure the provision of high quality and efficient services.</p> <p>The Dental Officer will assist in providing leadership and work closely with other members of the dental team (Dentists, Clinic Coordinator, Dental Therapists, Dental Assistants and Administration) to ensure eligible members of the community have access to respectful, high quality and efficient public dental services.</p>
Responsibilities:	In accordance with the Victorian Public Sector – (General Dentists) Enterprise Agreement 2014-2017 - Level 2 or Level 3 Clinical Competencies.
Responsibilities:	<ul style="list-style-type: none"> • Manage patients within competency and experience levels as defined by the SHDH Credentialing and Privileges Appointment process • Provide direct patient care in accordance with DHSV clinical standards and policies and Swan Hill District Health’s Policy and Protocols. • Maintain a professional approach in relation to work



Responsibilities:

- duties including the provision of quality customer service
- Accurately assess and treat patients, and ensure appropriate referral of patients for specialist services
 - Maintain and process patient records in accordance with DHSV Clinical Record Standards and the Health Records Act 2002.
 - Ensure high levels of customer service by:
 - Undertaking duties in a professional manner when dealing with clients and the public including responding to enquiries and complaints according to SHDH policy.
 - Undertake clinical supervision of other dental staff , where appropriate
 - Undertake professional development and continuing education
 - To work with dental and clerical staff associated with the Dental Department to ensure cohesive and effective service provision
 - Provide clinical support and advice to undergraduate students dental auxiliaries and less experienced dentists.
 - Maintains appropriate professional relationships with Dental Therapists (as required) and ensures the Dental Clinic Coordinator / Senior Dental Officer's input is provided as required.
 - To work with other Dental Department staff to optimize functionality of the database patient management system to maximize patient access.
 - To actively participate in Dental Department meetings.
 - Ensure that all dental programs and activities that impact the community involve appropriate community education.
 - Ensure the use of resources is aligned with activity
 - Actively participate in any capital or minor works equipment planning.
 - Actively participate in reviewing and providing advice on strategies to increase efficiency, effectiveness and productivity.
 - Provide oral health promotion and education to patients and parents in the clinical setting Assist in the undertaking of clinical reviews and performance management of staff
 - Actively participate in allocated portfolio responsibilities
 - Identify and make recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery.
 - To participate in reviewing policies and protocols affecting the dental clinic
 - All interactions with clients and staff show appropriate responses to their needs and demonstrate the



	<p>application of Swan Hill District Health’s values.</p> <ul style="list-style-type: none"> • Represent the Dental Manager as required in internal / external forums. • To undertake other duties and responsibilities as may be reasonably required.
<p>Qualifications/Skills Experience/Competencies:</p>	<ul style="list-style-type: none"> • Registration with the Australian Health Practitioner Regulation Agency (AHPRA) with minimum of two years post graduate experience • Understanding of and adherence to the legislation and regulations that govern Dentists in Victoria • Current radiation use license • Demonstrated high level knowledge of the management of dental public health programs including ability to supervise clinical and clerical staff. • Demonstrated ability to communicate effectively with a range of community and professional groups including written and verbal presentation skills • Demonstrated high level ability to treat clients who are physically and/or intellectually challenged.. • Demonstrated high level of client management and liaison skills, and the ability to liaise with persons from diverse backgrounds and cultures. • Demonstrated ability to work as part of a multidisciplinary team • Demonstrate commitment to continuing personal and professional development • Demonstrated ability to be highly organized, efficient and productive • Demonstrated ability to work within a variety of staffing configurations and staffing ratios. • Demonstrated ability to understand and apply a client centred service model in order to identify and address the needs of clients. Understanding of continuous quality improvement principles • Computer skills and experience with dental IT software or patient management systems
<p>Salary/Award:</p>	<p>In accordance with the Victorian Public Sector- General Dentists’ Agreement. Level dependent on experience.</p>
<p>Infection Control:</p>	<p>Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.</p>
<p>Continuous Quality Improvement:</p>	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and



	<p>maintaining accreditation standards.</p> <ul style="list-style-type: none"> It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.
Privacy:	<p>SHDH are committed to protecting patient and staff privacy, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy policy, as it is a condition of employment. Any breach of the rules of privacy relating to health service business, patients or medical records will result in disciplinary action.</p>
Confidentiality:	<ul style="list-style-type: none"> Maintain strict confidentiality with reference to all matters relating to patients and SHDH business both within SHDH and outside. Each employee has a responsibility to adhere to the Health Service's Confidentiality policy, as it is a condition of employment. Any breach of the rules of confidentiality relating to health service business, patients or medical records will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic).
Safety:	<p>RESPONSIBILITIES:</p> <p>It is the responsibility of every staff member to:</p> <p>Report accidents, incidents and potential hazards promptly. Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. Comply with the Occupational Health and Safety Act and O.H. & S. Policy Procedure Manual. Attend training sessions as required.</p>
Performance Appraisal:	Completion of Performance Appraisal on a yearly basis.
Date Written	January 2010
Reviewed:	November 2010 August 2014 September 2015
Managers Name:	



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POSITION DESCRIPTION
Primary Care Services

Respect – Professionalism – Care – Commitment – Collaboration

Managers Signature:	
Employees Name:	
Employees Signature:	



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Application for Employment Form

To be attached to application

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants curriculum vitae

Position Applying for	
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General Information			
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Name			
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Address			
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Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No

If no, what is your current Visa status – Visa type _____ Expiry date/...../.....

Do you require sponsorship? Yes No

Conditions of Employment	
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Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is casual / relieving unless otherwise indicated.

- 6 months probationary period
- Requirement to work any shift
- Requirement to work in any department (rotation)

Hours of Work – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: _____

Normal hours of work are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, excerebration or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: hrmanager@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585