



Swan Hill  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## Dental Prosthetist

Swan Hill District Health is seeking a Dental Prosthetist to join our modern friendly practice. The practice services both public and private patients. There is an opportunity to participate in Private Practice incentive with this position.

The successful applicant will:

- Be competent in all aspects of Dental Prosthetics
- Be able to work effectively in a team environment
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA)

The Dental Prosthetist is responsible for the clinical stages of patients and any consequent instruction of Dental Technicians in the laboratory stages of prosthesis construction. This involves the construction and repairing of technical appliances such as mouth guards, full, partial acrylic and cast metal frame dentures.

The Dental Prosthetist deals directly with the patient from the initial examination right through to the final adjustments of the new prosthesis.

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](mailto:jhealey@shdh.org.au) or by phone on 03 5033 9411.

Applications including the names of three referees should be forwarded to:  
People & Culture, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria  
or email: [employment@shdh.org.au](mailto:employment@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.

**Closing date: Friday, 31st January 2021**



<b>Position:</b>	<b>Dental Prosthetist – Full Time</b>
<b>Classification:</b>	In accordance with Health & Allied Services- Public Sector Award - Dental Prosthetist
<b>Department:</b>	Primary Care Services
<b>Reports to:</b>	Clinic Coordinator
<b>Position Summary:</b>	<p>The Dental Prosthetist is responsible for the clinical stages of patients and any consequent instruction of Dental Technicians in the laboratory stages of prosthesis construction.</p> <p>This involves the construction and repairing of technical appliances such as mouth guards, full, partial acrylic and cast metal frame dentures.</p> <p>The Dental Prosthetist deals directly with the patient from the initial examination right through to the final adjustments of the new prosthesis.</p> <p>Participate in Private Practice incentives by entering into a Private Practice Agreement.</p>
<b>Responsibilities:</b>	<p>This position will work closely with other members of the dental team (Dentists, Dental Therapists, Dental Assistants and Administration) to ensure that members of the community have access to respectful, high quality and efficient public dental services.</p> <ul style="list-style-type: none"> <li>• Establish patient’s needs by competent oral examination of their condition, plan required treatment and take impressions and other clinical records as necessary in accordance with DHSV clinical standards and policies.</li> <li>• Fit new or repaired prosthesis to patient and adjust as necessary to ensure it is accurately adapted to the patient’s mouth to maximise comfort.</li> <li>• Educate patient on how best to care for their dentures or other prosthesis, and when an adjustment or replacement is needed.</li> <li>• Maintain a professional approach in relation to work duties including the provision of quality customer service.</li> <li>• Appropriately refer patients where necessary to Dental Officers.</li> <li>• Liaise with other health care professionals in pre-surgical planning and in the formulation of prescriptions for prosthesis.</li> <li>• Design, fabricate, modify, maintain fit and align, or re-align dental prosthesis such as mouth guards, dentures; fit and align the prosthesis.</li> <li>• Undertake minor laboratory adjustments during prosthesis construction phases, minimising patient visits during overall construction.</li> <li>• Consult with patients regarding the effectiveness and comfort of these aids and educate them regarding their use.</li> <li>• Record and report clinical information as required. Ensure that Equipment within the unit is maintained regularly and repaired as necessary to ensure continuing, efficient operation</li> <li>• Actively contribute to the implementation and continuous improvement of quality assurance programs, workplace health and safety, infection control procedures, quality and service delivery outcomes and personal professional development, including contribution and support of external accreditation process.</li> <li>• Ensure adherence to OH&amp;S standards.</li> <li>• Commitment to continuing personal and professional development in accordance with organisational policies and procedures and per requirements of the Dental Practice Board of Victoria.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise and network with relevant professional and community groups.</li> <li>• All interactions with patients show appropriate responses to their needs and demonstrate the application of the DHSV values.</li> <li>• Other duties as requested</li> </ul> <p><b>Key Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Number and type of clinical incidents</li> <li>• Correct treatment established and patients advised of all aspects of their treatment</li> <li>• Adherence to SHDH and DHSV clinical standards and policies</li> <li>• Minimize number of repeat dentures &amp; Procedures</li> <li>• Feedback from patients, team members and manager</li> <li>• Timely referral to specialist services and provision of supporting / background information if available</li> <li>• Adherence to SHDH and DHSV clinical standards and policies</li> <li>• Completed on time and meets clinical and turnaround benchmark</li> <li>• Patient feedback on fit and comfort of Prosthetic appliance</li> <li>• Demonstrates evidence of on-going professional development and research related to practice</li> <li>•</li> <li>• Timely referral to senior dentist and provision of supporting/background information if available</li> <li>• Patient record audit results and demonstrated evidence of informed consent by patients and clear communication regarding treatment options</li> <li>• Feedback from patients, team members</li> <li>• Demonstrates the ability to liaise with senior dentist/relevant staff regarding any issues or problems related to patient care</li> <li>• Demonstrated ability to use Titanium</li> <li>• Complies with the SHDH policy on confidentiality and privacy</li> <li>• Completes all tasks effectively in a timely manner</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Dental qualification eligible for registration as a Dental Prosthetist with the Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>• Demonstrated experience and skill in a wide range of dental assessment, procedures, treatments, technical work and activities for patients requiring prosthesis</li> <li>• Demonstrated ability to provide leadership and supervision to clinical support staff and work as part of a team</li> <li>• Demonstrated ability to work independently and unsupervised</li> <li>• Commitment to Public Health principles</li> <li>• Demonstrated commitment to continuing education and professional development</li> <li>• Ability to communicate effectively in verbal and written form</li> <li>• Prepared to utilise electronic client information systems to its capacity e.g. Titanium (DHSV)</li> <li>• Membership to relevant Professional association and participation in professional development programs</li> <li>• Computer skills including word processing</li> <li>• Understanding of the Titanium dental software</li> <li>• Experience in working with the aged</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>

<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• 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.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>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.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b>  SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, 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 and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
<b>Review:</b>	<p>Completion of My Work Plan on a yearly basis.</p>
<b>Previous Revision dates:</b>	<p>June 2016, Jan 2020</p>
<b>Current:</b>	<p>Jan 2021</p>
<b>Managers Name:</b>	

<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



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

<b>Position Applying for</b>	
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<b>General Information</b>
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<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<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                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

<b>Conditions of Employment</b>
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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 subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

<b>Discipline/Misconduct</b>
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Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

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## 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, exacerbation 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)**

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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: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585