



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

DENTAL OFFICER

Full Time

Swan Hill District Health is seeking a Dental Officer 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 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.

About You:

- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) with minimum of two years post graduate experience
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2024 Flu Vaccination, Serology evidence of immunisation status

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Discounted Corporate gym memberships
- ◆ Free onsite car parking
- ◆ Professional Development opportunities
- ◆ Salary Sacrifice/Packaging
- ◆ Employee Assistance Program

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Jeanette Healey, Dental Clinic Coordinator, Ph: (03) 5033 9411 or E: jhealey@shdh.org.au

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.



Position:	Dental Officer
Classification:	In Accordance With The Victorian Public Sector – General Dentists' Enterprise Agreement 2022-2023.
Department:	Community Care Services
Reports to:	Director - Primary Care Services Dental Clinic Coordinator
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:	<p>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.</p> <p>In accordance with the Victorian Public Sector-General Dentists' Agreement - Level 2 or Level 3 Clinical Competencies.</p> <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 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

	<ul style="list-style-type: none"> • 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 application of Swan Hill District Health's values. • Represent the Dental Manager as required in internal / external forums. • To undertake other duties and responsibilities as may be reasonably required.
Key Selection Criteria:	<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

	<ul style="list-style-type: none"> • Current National Police Check • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
Salary/Award:	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2022-2023</i> . Level dependent on experience.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<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 maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols
Person Centered Care:	<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 & as such providers of health care must be actively involved in developing models of care that are person centered</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>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>
Privacy and Confidentiality:	<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>

Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	RESPONSIBILITIES: It is the responsibility of every staff member to: <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	Nov 2010, Aug 2014, May 2016
Current:	May 2020
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



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

General Information

Name

Address

Contact

Home phone

Mobile

Email

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

Conditions of Employment

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)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

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)

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585