

Seymour Health Position Description

Title:	Oral Health Therapist
Department:	School Dental Service
Division:	Community Services
Cost Centre:	M2300
Code & Classification:	Dental Therapist Level 2 (DT 23)
Employment Conditions:	Is subject to Dental Health Services Victoria, Dental Therapist Agreement 2005 - 2008 and to the Hospital's by-laws, procedures & policies.
Responsible To:	Community Services Director
Performance Review:	Upon completion of 3 months probationary & qualifying period and annually or as requested thereafter
Prerequisites and Key Selection Criteria:	<p>Mandatory: A Degree in Oral Health Therapy registrable with the Dental Practice Board of Victoria or equivalent Victorian Radiation Operators Licence Satisfactory Police Check Satisfactory Working with Children Check</p> <p>Desirable: Good level of interpersonal and organisational skills.</p>

ROLE:

The School Dental Service (SDS) at Seymour has been integrated into the Community service division at Seymour Health as part of the DHSV state wide initiative. The service provides dental support within the Lower Hume catchments to school aged children including emergency care.

The position is responsible for clinical assessment, treatment and management of school dental client group for the service catchment. Supervise the maintenance of stock and sterility of all instruments and prevention of cross infection, to provide high level of care. Coordinate the maintenance of all instruments equipment and handpieces stock control of dental clinic consumables and resource management.

This position amongst others is responsible for promoting Seymour Health as a quality health service provider.

Clinical duties within the scope of a dental therapist as per Dental practice Board of Victoria Code of Practice – *Practice of Dentistry by Dental Hygienists and Dental Therapists*.

KEY ACTIVITIES / PERFORMANCE INDICATORS:

Leadership & Management

- Ability to effectively communicate with all levels of staff and members of the public
- Form part of a progressive dental team
- Develop a consultative and referral relationship with Goulburn Valley Clinical Dental Director and Senior Dentist GVDS

- As part of a progressive dental team contribute to the improvement in work procedures and processes so goals and plans of the dental unit are achieved and quality maintained
- Supervise and support dental assistant and administrative staff within the team
- Supervise the management of recalls, waiting list and school communication
- Attend meetings internally and externally as required and directed to promote the Seymour School Dental Service

Continuum of Care

- Undertake clinical duties in the provision of patient care within the scope of an oral health therapist. As per Dental practice Board of Victoria Code of Practice – *Practice of Dentistry by Dental Hygienists and Dental Therapists*.
- Provide high quality assessment and clinical treatment including Restorative, Preventative, Exodontias procedures, emergency treatment and referral of patients for specialist treatment as required.
- Promote and demonstrate team approaches to care
- Depending on experience, clinically supervise oral health therapy students and provide a mentorship role for new oral health therapy staff.
- Maintain up-to-date knowledge of best practice approaches in public dentistry and promote evidence based approaches to clinical dental treatment and care

Improving Performance

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the EQUiP (Evaluation and Quality Improvement Programme) model.

- Participate in quality assurance programs and ensure participation of dental assistants with these programs.
- Develop and monitor School dental service quality plan annually
- Undertake quality improvement activities in accordance with the dental service's annual quality improvement plan
- Complete Quality Improvement forms for submission to Seymour CQI meetings
- Participate in quality assurance programs
- Be able to manage and adapt to changes in rural dental service.
- Monitor current systems for efficiency and improvement
- In consultation with the dental team monitor current systems for efficiency and improvement

Information Management

Each employee has a responsibility to comply with Seymour Health's Privacy Policy, and to strictly maintain the confidentiality of any information obtained in the course of their employment. Any breach of the Privacy Policy will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic).

Ensure that all staff are aware of the principles of confidentiality regardless of mode of communication ie. Written, verbal or electronic, in accordance with statutory requirements and Seymour health policies.

- Maintain strict patient confidentiality in accordance with Seymour Health privacy statement.
- Have good working knowledge of the "TITANIUM" dental software.
- Collate reports on service activity on monthly basis

Human Resources Management

There are a number of mandatory clinical and non-clinical training sessions (evacuation, fire safety, manual handling, bullying and harassment etc) provided at Seymour Health which all employees are required to attend.

Seymour Health employees are expected to understand and act in accordance with Policies and Procedures relevant to their work area. Seymour Health has a formal Code of Conduct which all employees are required to comply with. New employees are required to sign the Code of Conduct upon commencement of employment.

- Personal professional development maintenance
- Maintain self skills and knowledge in infection control and prevention of cross infection

- Comply with Dental Practice Board of Victoria professional development requirements and participate in Seymour Health's credentialing program for dental professionals.
- Participate in Seymour Health's Performance Review and Development program
- Observe all requirements in reporting of hours worked, leave applications etc
- Supervise Dental assistant staff within the service and manage their leave and performance review processes.

Safe Practice & Environment

In accordance with the Occupational Health and Safety Act 2004 each employee has the right to a safe working environment and s/he should advise the supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety and to cooperate with Seymour Health's Safe Practice & Environment policies and procedures and to participate in appropriate safety education and evaluation activities. Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. All staff adhering to the policies and procedures as set out in Seymour Health's Safe Practice & Environment Manual can most effectively achieve this minimisation.

- Have intimate knowledge of infection control and prevention of transmission as well as sterilization protocol.
- Intimate knowledge of infection control and prevention of transmission.
- Ensure a healthy workplace for patients and staff in compliance with Seymour Health policies, procedures and legislative requirements.
- Ensure safe clinical area within the Dental service
- Coordinate the equipment register and associated maintenance
- Risk management coordination within the service



Seymour Health is a smoke free environment

Approved by: _____ Supervisor ____/____/____

Accepted by: _____ Incumbent ____/____/____

_____ (*Print Name*)