



Seymour Health - Position Description

Position Title:	Dentist
Directorate/Team:	Community Services
Award:	Award: Victorian Public Health Sector (General Dentists) Multi Enterprise Agreement 2018 - 2022
Performance Review:	A three (3) month probation will apply to this position (3 months from the date of commencement). Performance reviews will be held annually.
Responsible to:	Health Independence Program & Oral Health Services Manager
Version Number:	2.0 Date Written: / /
Version updates:	April 2021
	Name: Ward Steet
	Position: Chief Executive Officer
	Date: / /
SEYMOUR HEALTH	
<p>Seymour Health is a:</p> <ul style="list-style-type: none"> • 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, urgent care, day procedure and palliative care; • It also has a 30 bed high care aged residential care facility: and • Community services, including District Nursing, Planned Activity Group, • Health Independence Programs including; Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hand Therapy, Hospital Admission Risk Program (HARP), Dietician, Diabetes Education and Post Acute Care. • Support services including administration, food, hotel and maintenance services. • Private pathology and medical imaging services are available on site. • Visiting specialists and local General Practitioners provide the medical services. • Oral Health Services; Adult and Child services. 	
PURPOSE	
<p>Seymour oral health provides child oral health and public adult dental services. This service provides general and emergency dental care to eligible patients within the Lower Hume Region. The Seymour Oral Health service is part of the Hume region oral health service group and has close supportive connections with the Oral Health services delivered from Goulburn Valley Health.</p>	

ORGANISATIONAL RELATIONSHIPS

Reports to: Health Independence Program & Oral Health Services Manager.

Internal Liaisons: Director of Clinical Services, Director of Quality & Performance development, HR Department, Education Department, Allied Health Staff, Nursing Staff.

Manages/Coordinates: Represent Seymour Health in developing and sustaining positive relationships with external suppliers, contractors and other relevant organisations.

External Liaisons: General Practices, Referring Hospitals/Health Services, Oral Health Service Providers, Public & Private.

Facilitate effective relationships between the Finance/Administration team and other Seymour Health staff.

KEY RESPONSIBILITIES AND DUTIES

The position is responsible for provision of dental treatment to eligible patients at the clinic and work as part of the clinical dental team.

Other responsibilities include;

- Active member of the Drugs and therapeutics committee and participate in meetings as required
- Supervisor and support Dental Clinic Staff and students
- Participate in outreach services where applicable
- This position amongst others is responsible for promoting Seymour Health as a quality health service provider
- Ensure the safety of yourself and others in line with the organisations WHS policies and procedure and the Workplace health and safety Act 2011
- Ongoing compliance with Quality System and Clinical Governance requirements
- Perform other duties reasonably required as directed

Key Performance Indicators

Leadership & Management

- Provide dental officer support to dental therapist & assistants within the team
- Ensure the integration of dental services, organizational policies and procedures into dental practice, identifies issues that require policy review and participates in the development of policies and procedures.
- Maintain effective open channels of communication with patients/clients, hospital visitors, dental colleagues, the multi-disciplinary health care team and the affiliated tertiary institutions.
- Acts as role model for junior / other staff

Continuum of Care

- Provide dental treatment to eligible population. Dental procedures such as restorative, endodontic, emergency treatment and referral of patients for specialist treatment are undertaken.
- Ensures that quality and standards of patient care are met.
- Ensure that the unit/department is customer service focused.
- Ensure that all relevant hospital documentation is achieved.
- Initiate, facilitate and participate in the development and review of clinical guidelines related to specific unit/department.
- Act as a professional and clinical resource facilitator in all areas relating to the unit/organization, utilising techniques including but not limited to consultation, information sharing, education, advocacy and referral.

- Function as member of multi-disciplinary health care team, promoting and maintaining a professional relationship with all staff towards the goal of optimum outcomes across the care continuum.

Improving Performance

- Participate as directed in the Dental Services Quality Improvement programs and project management to ensure achievement of best practice standards and maintain accreditation status within service area.

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).

- Encourage all staff to be aware of the principles of confidentiality regardless of mode of communication i.e. Written, verbal or electronic, in accordance with statutory requirements and SH policies.
- Maintain accurate data collection in data systems relevant to unit/department, (e.g. titanium), Including reporting systems and projects as required.
- Assist in the analysis of data relevant to the unit/department.
- Assist in the trial/evaluation of new and existing applications and hardware approved by Seymour Health.

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
- Observe all requirements in reporting of hours worked, leave applications etc
- Comply with and utilise procedures, policies regulations and standards. This includes contemporary human resource management requirements and practices, such as workplace health and safety, bullying and harassment, equal employment opportunity and anti-discrimination policies.
- Participate in employee performance and review process annually
- Ensure Dental practice board's (AHPRA) professional development requirements and Registration are maintained.

Safe Practice & Environment

- *In accordance with the Occupational Health and Safety Act 2004 each employee has the right to a safe working environment.*
- 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.
- Ensure a safe working environment and be aware of the reporting process for any adverse outcomes.
- Be responsible of their own health and safety, to adhere with Seymour Health Safe Practice and Environment policies and procedures, and to participate in appropriate safety education and evaluation activities.

- Be responsible for minimising exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.
- Ensure all staff adhere to the policies and procedures as set out in the Seymour Health Safe Practice and Environment Manual to most effectively achieve this minimisation.
- 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
- Have responsibility for the decontamination packaging tracking and sterilization process for reusable items that are required for patient care within a dental clinic
- Work in partnership with the CSSD based at Seymour Health to ensure all sterilisation needs of the SDS are achieved
- Promote a Safe work Place within the clinic
- Responsible for the coordination, monitoring, and reporting of incidents occurring within the unit/department whilst on duty, facilitating corrective or preventative action when required in conjunction with the team members.
- Recommend the replacement and maintenance of equipment and facilities.
- Ensure effective safe use of radiography machinery

SPECIALIST SKILLS AND KNOWLEDGE

Demonstrate willingness to undertake relevant training/course to develop skills and required knowledge.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Dental practitioner qualification recognised by the Dental Practice Board of Victoria and eligible for registration as a dentist with AHPRA.

ORGANISATIONAL VALUES

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**

Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others

- **Accountability and Responsibility**

Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.

- **Honesty, Integrity and Trust**

Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.

- **Support**

Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.

- **Open and Transparent Communication**

Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

OCCUPATIONAL HEALTH AND SAFETY

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies

KEY SELECTION CRITERIA

Essential:

- Dental practitioner qualification recognised by the Dental Practice Board of Victoria and eligible for registration as a dentist with AHPRA.
- Victorian Radiation Operators Licence

Desirable:

- Professional presentation
- Demonstrate ability to provide leadership including a commitment to Public Health principles.
- Advanced level of clinical competence and the ability to supervise clinical duties of staff.
- Ability to plan and manage clinical activities.
- Advanced computer skills.
- Working Knowledge of IT applications including Titanium
- Knowledge of public dental health principles and programs.
- Knowledge of OH&S legislation as it relates to employee's responsibilities.
- High level knowledge of confidentiality and prioritising of conflicting work priorities
- Excellent Customer Service skills.

SPECIAL REQUIREMENTS

- New employees must provide a current police check not more than twelve months old or satisfactorily complete a Police Records Check prior to commencing employment. All employees must hold a current police check not more than three years old.
- During the course of employment, if an individual is charged with or convicted of any offence, they must advise their manager within 7 days. The matter will be referred to the Manager People and Culture who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.
- Employees are required to hold a current working with children check when working in specified areas. Please refer to Seymour Health's Working with Children's Check Policy for a list of the areas

and responsibilities regarding working with children checks.

- In relation to Working with Children, during the course of employment if a staff member is issued with a Negative Interim Notice or a Negative Notice they must advise the Manager People and Culture within seven (7) days who in conjunction with the relevant Director will make a risk assessment and decision on continuing the employment of the staff member.
- All employees are required to undergo a Disability Worker Exclusion Scheme check.
- Employees are required to have an annual Influenza Vaccination. Employees who refuse an annual Influenza Vaccination will be required to complete a declaration and will not be permitted entry into Barrabill House.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff and our consumers.

INCUMBENT STATEMENT

I, _____ have read, understand and accept

(please print name)

the above Position Description.

Signed: _____ Date _____

Copy to staff member: Yes No



Seymour Health - Position Description

CLINICAL SERVICES MANDATORY COMPETENCIES	Advanced Life Support practical	Aseptic non-touch technique practical (e3)	Basic Life Support practical	Blood Safe - Clinical Transfusion Practice	Bullying Harassment for Employees (e3)	Compression therapy: leg ulcers (e3)	Driver Abuse Prevention (e3)	Elder Abuse Prevention (e3)	General Evacuation Training (e3) does not include Wardens	Hand Hygiene (e3)	Identifying, Reports and Responding to the abuse of older people in care (e3)	Infection Prevention and Control (e3)	Introduction to Triage (e3)	Peripheral Intravenous Cannulation (e3)	Lone Worker Safety (e3)	Manual Handling practical	Medication Calculations (e3)	Occupational Violence in Healthcare (e3)	Open Disclosure & Management of Adverse Events	Preventing Falls & Harm from Falls (e3)	Protecting Vulnerable Children (e3)	Suturing of Simple Wounds (e3) - enhanced practice nurses only	Safe Medication Mgmt (e3)	The Official Aseptic Non Touch Technique (e3)	Understanding Dementia (mod. 1 to 5) (e3)	Understanding Active Service Model (e3)	Using a Doppler to calculate ABPI (e3)	Warden Training (e3) - wardens only	Work Health & Safety Fundamentals (e3)				
CLINICAL SERVICES																																	
Acute Services																																	
NUM/ANUM	1	1	1	1	2	2			1	1	2	1	5	2		1	5	2	5	2	2		1	5					1	1			
RN	1	1	1	1	2	2			1	1		1		2		1	5	2	5	2	2		1	5					1	1			
ENs	1	1	1	2	2			1	1		1					1	5	2	5	2	2		1	5					1	1			
Ambulatory Care Centre																																	
RN		1	1		2		5	2	1	1		1			5	1	5	2	5	2				5						1	1		
Allied Health		1	1		2		5	2	1	1		1			5	1		2	5	2										1	1		
Barrabill House																																	
RN	1	1	1	2	2				1	1	2	1				1	5	2	5	2			1	5	5					1	1		
ENs	1	1	1	2	2				1	1	2	1				1	5	2	5	2			1	5	5					1	1		
PCA/Leisure & Lifestyle			1	1	2				1	1	2	1				1		2	5	2					5					1	1		
Community Nursing		1	1	1		2	5	5	2	1	1		1		5	1	5	2	5	2			1	5		5	5			1	1		
Dental																																	
Dentist	1	1	1		2				1	1		1				1		2	5		2			5						1	1		
Dental Therapists/Assistants	1	1	1		2				1	1		1				1		2	5		2			5							1	1	
Dialysis	1	1	1	1	2	2			1	1		1		2		1	5	2	5	2			1	5							1	1	
Education	1		1	1	2	2			1	1	2	1		2		1	5	2	5	2	2		1	5							1	1	
Infection Control					2				1	1		1				1		2	5					5							1	1	
Operating Suite																																	
RN/Peri Operative	1	1	1	1	2	2			1	1		1		2		1	5	2	5	2	2		1	5							1	1	
ENs	1	1	1	1	2	2			1	1		1				1	5	2	5	2	2		1	5								1	1
Instrument Technicians																																	
Theatre Technicians			1	1	2	2			1	1		1				1		2		2												1	1
Planned Activity Groups			1	1		2		5	2	1	1		1		1		2	5	2						5	5						1	1
Urgent Care Centre																																	
NP	1	1	1	1	2	2			1	1		1	5	2		1	5	2	5	2	2	5	1	5							1	1	
RN	1	1	1	1	2	2			1	1		1	5	2		1	5	2	5	2	2		1	5								1	1
VMO's		1	1		2																			1	5								

1 indicates annual competency 2 indicates biennial competency 5 indicates one-off requirement & highly recommended in following years