

Statement of Duties

Position Title: Dental Officer	Position Number: Generic	Effective Date: December 2012
Group and Unit: Tasmanian Health Service (THS) – Oral Health Services Tasmania		
Section: Various	Location: South, North, North West	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent/Fixed-Term	
	Position Type: Full Time/Part Time	
Level: 1-3	Classification: Dental Officer	
Reports To: Senior Clinician or Clinical Director under the direction of the Director		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

To provide clinical dental services and associated administrative functions consistent with Oral Health Services Tasmania (OHST) policies. This involves the provision of dental services (at general dental practitioner level) to children and concession card beneficiaries in accordance with current treatment guidelines and management policies.

Duties:

1. Provide dental services as consistent with the policies and guidelines of the OHST for eligible adults and children and manage and/or provide the referral support to dental therapists for the provision of dental treatment for children up to age 18.
2. Provide dental care for children who lie beyond the scope of dental therapists. Supervise all aspects of dental care provided by dental therapists in the officer's area of responsibility including:
 - Quality control of their clinical procedures
 - Adequacy of their treatment planning
 - Competence in assessing clients who should be referred.
3. Assist in the development and advancement of the knowledge and professional skills of other staff within the team including therapists, prosthetists, dental assistants and technicians.
4. Manage a significant professional caseload in addition to the above duties which will ensure the equitable and timely delivery of services to eligible clients.
5. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- The Dental Officer is responsible for the provision of a significant professional dental caseload as consistent with departmental policies and protocols for eligible adults and children.
- Responsible for adhering to and implementing the Oral Health Service's Infection Control Protocol.
- Responsible for overseeing the quality of dental care provided to clients of the Dental Therapists under the Dental Officer's supervision.
- Responsible for ensuring the equitable and efficient use of resources both human and financial in the delivery of services.
- Responsible for the direct supervision of all support staff responsible to the Dental Officer and for the coordination and provision of additional professional and non-professional services required to provide dental care to the clients under the Dental officer's care.
- Responsible for exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Responsible for the provision of labour in an efficient, effective and safe manner.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Dental Board of Australia.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Sound knowledge of dentistry at the general practitioner level including children's dentistry. A commitment to maintaining a good knowledge of current dental issues and clinical techniques.
2. An up to date knowledge and appreciation of the principles of Public Health Dentistry.
3. Well-developed communication and interpersonal skills.
4. Ability to motivate staff and clients.
5. Appropriate supervisory and management skills.
6. Ability to function efficiently and harmoniously within the structure of a multi-disciplinary health team.
7. Evidence of continuing professional education.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.