

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Dental Prosthetist
Position Number:	Generic
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Oral Health Services Tasmania
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	South, North, North West
Reports to:	Senior Dental Prosthetist/Senior Dental Officer (NW)
Effective Date:	March 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Dental Board of Australia

**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 if a registration/licence is revoked, cancelled or has its conditions altered.*

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide comprehensive care for clients in the specialised field of dental prosthetics in accordance with the Health Practitioner Regulation National Law Act.

Duties:

1. Provide prosthetic services in accordance with the policies, protocols and guidelines of Oral Health Services Tasmania, including the assessment and management of patient treatment plans. Refer clients to appropriate clinicians as required.
2. Maintain individual clinic case treatment records including recording of occasions of service and treatment histories.
3. Undertake laboratory work where necessary.
4. Liaise with and provide advice and support to dental practitioners and other health professionals (including students) in relation to prosthetic treatments.
5. Participate in the planning, development and review of dental prosthetic services and assist with the implementation of new or modified dental prosthetic procedures and/or equipment.
6. Contribute to quality improvement strategies.
7. Provide general guidance and advice to technical staff in laboratory work associated with the provision of prosthetic services.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
9. 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.

Key Accountabilities and Responsibilities:

- In consultation with the Senior Dental Prosthetist and relevant dental practitioners the Dental Prosthetist will be responsible for service provision, monitoring quality and reporting output against client care plans.
- Responsible for patient welfare and standard of services provided by using equipment and associated accessories safely, avoiding causing hazards to themselves, other staff and members of the public.
- Maintain professional levels of patient care and comply with moral and ethical codes.
- Works without direct clinical and technical supervision, with broad direction provided by the Senior Dental Prosthetist (or Senior Dental Officer, NW).
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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. Demonstrated experience in the provision of dental prosthetic services.
2. Demonstrated understanding of quality improvement, together with the capacity to contribute to the review and development of operational policies and procedures relating to the delivery of dental prosthetic services.
3. Well-developed interpersonal and communication skills and the ability to exercise judgement and flexibility in establishing rapport with clients and colleagues.
4. Demonstrated organisational, time management and problem-solving skills.
5. Demonstrated commitment to self-development and continuing education, including a capacity to provide support and instruction to other prosthetic and technical staff.
6. Demonstrated ability to work collaboratively in a multidisciplinary clinical setting.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).