

Dentist
Dental and Oral Health Clinics
Faculty of Science

Classification	DE01
Special Conditions	Ability to travel between clinics
Nature of Employment	Fixed term
Employer Contribution to Superannuation	9.5% (superannuation guarantee rate)
Date Last Reviewed	2 October 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

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- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

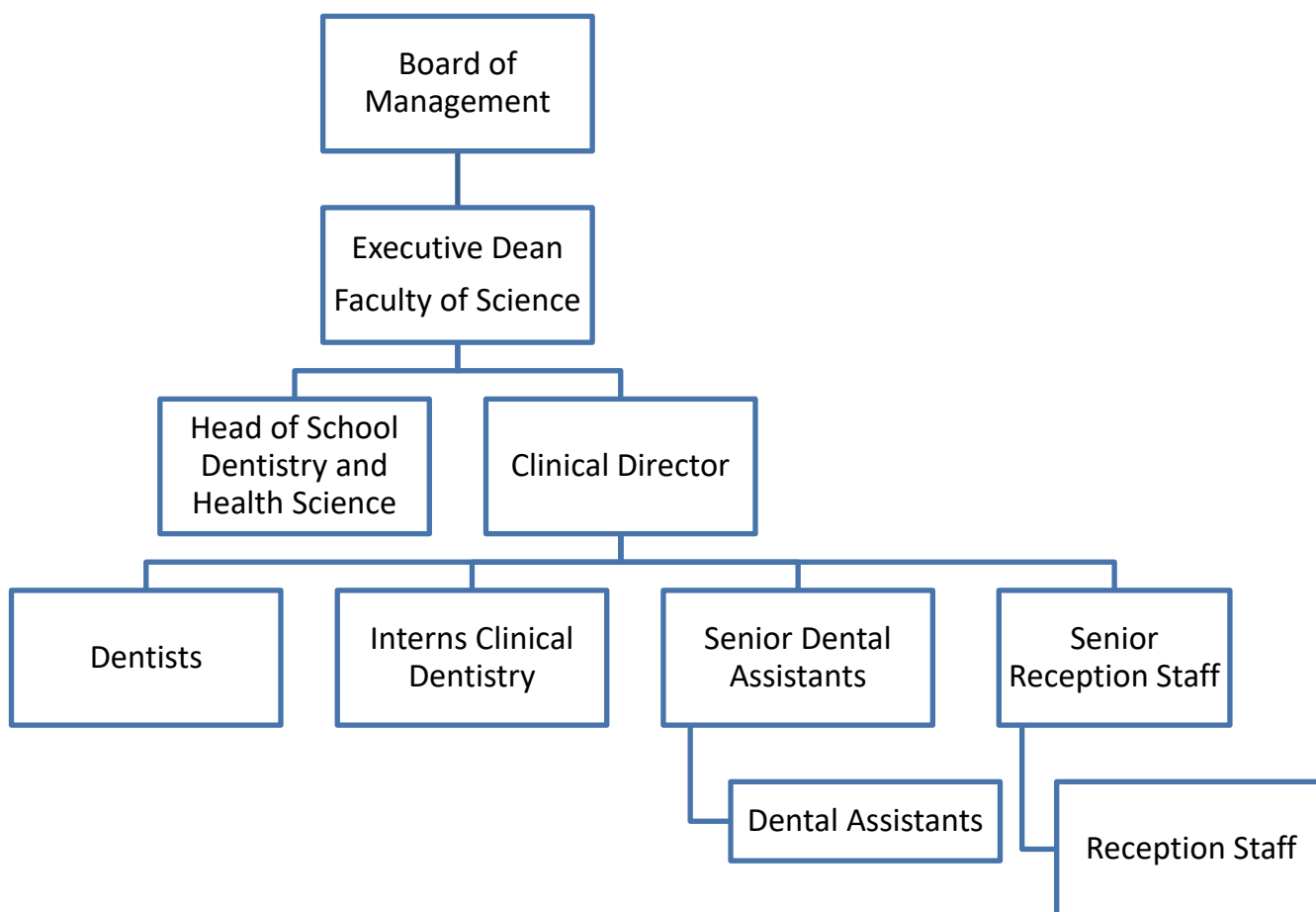
Dental and Oral Health Clinic – Organisational Environment

[CSU Dental and Oral Health Clinics](#) are dedicated to the facilitation of Dentistry Services in the University's multi campus clinics. The focus of the Clinic's is to operate in a sustainable and business-like manner within the context of a University environment and to seek opportunities that will support the operation of the School of Dentistry and Health Sciences while providing a standard of health care in the regions in which the University operates that complies with a national standard.

The Clinics will maximise the opportunity for students to undertake clinical experience necessary to meet their educational and professional requirements and will foster strong industry and community support. CSU offers both private and student clinics to the general public.

The Clinics are run by the [Faculty of Science](#) under the guidance of the [School of Dentistry and Health Sciences](#).

Organisational Chart



Reporting Relationships

This position reports to: Clinical Director

This position supervises: Nil

Key Relationships

- Head, School Dentistry and Health Sciences
- Academic staff, School of Dentistry and Health Sciences
- Professional/General Staff, Faculty of Science

Position Overview

The position will provide a high standard of general oral health care including oral health education to a diverse range of patients.

In addition, the position will provide support and clinical supervision to dentistry and oral health therapy students of the Charles Sturt University School of Dentistry and Health Sciences.

Principal Responsibilities

1. Patient Care

- i) Provide a high standard of contemporary general oral health care to allocated patients, in compliance with the Australian Health Practitioner Regulation Agency (AHPRA) policies, procedures, guidelines and standards of practice.
- ii) Comply with the Charles Sturt University Dental and Oral Health Clinics' Policies and Guidelines relevant to the provision of patient care.
- iii) Undertake a thorough oral examination, including examination of soft and hard tissues, for each patient allocated to you.
- iv) Develop an appropriate treatment plan for each patient under your care, after informing and discussing with each patient his/her treatment needs, treatment options and consequences of treatment/non treatment. Consent must be obtained for this treatment plan prior to the commencement of treatment.
- v) Seek advice from senior clinicians, when appropriate, to assist in the development of these treatment plans.
- vi) Refer patients for specialist management / consultation, when appropriate.
- vii) Take overall responsibility for the management of each patient allocated to you, including follow-up of patients who you have referred for specialist care.
- viii) Adopt a team approach to the management of patients by utilising the skills of Dental Assistants for oral hygiene education, when appropriate.
- ix) Be knowledgeable of each patient's medical history prior to commencing treatment and modify treatment accordingly.
- x) Educate each patient under your care on dental health.

2. Infection Control

- i) Maintain a high standard of infection control in accordance with the Charles Sturt University Dental and Oral Health Clinics' Infection Control Policy.
- ii) In accordance with the NSW Health PD2018_009: Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases Policy Directive comply with the need for and documentation of vaccination against infectious diseases.
- iii) In accordance with the NSW Health PD2005_162: HIV, Hepatitis B or Hepatitis C – Health Care Workers Infected be aware of your blood borne virus status through annual serology testing and testing in the event of exposure.

3. Data quality management and Dental / Medical Records

- i) Document all information relevant to the treatment of each patient under your care in the patient's dental record and /or in the computerised Patient Management System.
- ii) Record all radiographs in the Digital Imaging System.

4. Clinical Productivity

- i) Ensure your appointment time is rostered and booked effectively and personal clinical targets are met.
- ii) Ensure patients are billed appropriately for the treatment provided utilising the Charles Sturt University Dental and Oral Health Clinics' schedule of fees.

5. Communications

- i) Liaise with support staff to ensure efficient delivery of services to patients.
- ii) Treat patients and other staff with courtesy and respect at all times.
- iii) Demonstrate good communication skills with patients and other members of staff.

6. Supervision, Training and Continuing Education

- i) Ensure your clinical knowledge is current.
- ii) Provide supervision in the Clinics of the Charles Sturt University School of Dentistry and Health Sciences as rostered.
- iii) Act as a mentor and provide clinical supervision, as necessary, to other clinicians including dentists, oral health therapists and students.

- iv) Actively participate in any evidence-based trials or research activities within Charles Sturt University School of Dentistry and Health Sciences.
- v) Provide professional guidance and share professional knowledge, contributing to the overall development of and support for dental assistants and clerical staff.

7. General Duties

- i) Assist with the treatment of other clinician's (including students) patients, as needed.
- ii) Actively assist in the management and resolution of patient complaints.
- iii) Provide coordination of your dental team on a day to day basis.
- iv) Actively contribute to and promote improvements in the workplace.
- v) Participate in personal and professional development programs as identified in your Employee Development and Review Scheme.
- vi) Maintain registration as a dentist with the Australia Health Practitioner Regulation Agency (AHPRA) and licensing with the NSW Environment Protection Authority as required.
- vii) Work in the Dental and Oral Health Clinic and from time to time, as required, travel and provide oral health care at other Dental and Oral Health Clinic of CSU or external locations, including aged care facilities, residential homes, domiciliary sites or schools.
- viii) Perform other duties, appropriate to the classification, as directed by the Clinical Director.

Physical Capabilities

Applicants are expected to be physically able to:

- Work for significant periods of time standing up.
- On occasion travel in or drive a University vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy
http://www.csu.edu.au/_data/assets/word_doc/0005/167486/driving-hours-policy.docx
- Perform in a safe and appropriate manner, push/pull, reaching, grasping and fine manipulation tasks, and infrequently lifting items up to 15kg.

Selection Criteria

Applicants are expected to have the following requirements to be considered for this position:

Essential

- A. A Bachelor degree in Dental Science or equivalent and registration as a Dentist, with the Australian Health Practitioner Regulation Agency (AHPRA).
- B. Demonstrated expert clinical and diagnostic skills in general dentistry including the management of patients with chronic medical conditions and complex dental needs.
- C. Demonstrated ability to exercise advanced clinical reasoning, independent judgement and problem solving in a clinical situation.
- D. Demonstrated capacity to work both collaboratively, independently and provide leadership in a multidisciplinary oral health team including experience in the mentoring of other clinical staff or the training of students.
- E. Knowledge of and a commitment to the principles of equal employment opportunity (EEO), work health and safety (WH&S), ethical practices, confidentiality and privacy legislation, and continuous quality improvement.
- F. Current NSW Class C Driver's Licence or equivalent.

Desirable

- G. A postgraduate qualification in a field relevant to dental clinical service delivery.
- H. Experience within a University teaching environment.

Special Conditions

Prior to commencement, and for the duration of this appointment, it is a requirement of this position that the following conditions of appointment are met:

1. This appointment is conditional upon the successful applicant satisfying and maintaining a Working with Children Check, in accordance with the Child Protection Act 2012;
2. In accordance with NSW Health this position has been identified as a Category A risk. As such, this appointment is conditional upon the successful applicant providing evidence of protection against the infectious diseases specified in the NSW Health ["Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases Policy"](#);
3. It is a condition of this position that you remain aware of your blood borne virus status through annual serology testing and testing in the event of exposure, in accordance with the NSW Health ["HIV, Hepatitis B or Hepatitis C - Health Care Workers Infected Policy"](#);
4. This appointment is conditional upon the successful applicant holding and/or obtaining and maintaining a Current First Aid Certificate or equivalent.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)