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SA Health Job Pack

Job Title	Senior Dental Officer
Job Number	636120
Applications Closing Date	22 December 2017
Region / Division	Southern Adelaide Local Health Network
Health Service	Plastic And Reconstructive Surgery
Location	Bedford Park
Classification	DO3
Job Status	Part Time / Ongoing Appointment
Indicative Total Remuneration*	\$174,892-\$180,698 (pro rata)

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Suzanne Patten
Phone number	8204 5213
Email address	suzanne.patten@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (MANAGERIAL)

Role Title:	Senior Dental Officer
Classification Code:	DSO3
Position Number	M54506
LHN/ HN/ SAAS/ DHA:	Southern Adelaide Local Health Network
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Surgery And Perioperative Medicine
Department/Section / Unit/ Ward:	Plastic And Reconstructive Surgery
Role reports to:	Head Of Unit, Plastic And Reconstructive Surgery
Role Created/ Reviewed Date:	October 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

Job Specification

Primary Objective(s) of role:

- Provide effective leadership and education to staff of the Dental Unit
- Contribute to the cost effective management of the Dental Unit
- Formulating and implementing policies and strategies to ensure effective and efficient service delivery in consultation with the Divisional Director and/or other Hospital Departments
- Provide consultancy and treatment services to patients
- Ensure that a safe and healthy work environment, free from discrimination is provided for employees.

Direct Reports:

- Dental Officer (DO2)
- Dental Assistant (OPS3), Flinders Medical Centre Dental Unit
- Dental Receptionist (OPS2), Flinders Medical Centre Dental Unit

Key Relationships/ Interactions:

Internal

- Head of Unit, Plastic and Reconstructive Surgery
- Dental Officer (DO2)
- Dental Assistant (OPS3), Flinders Medical Centre Dental Unit
- Dental Receptionist (OPS2), Flinders Medical Centre Dental Unit
- SALHN Outpatients and In Patients across sites (including Flinders Medical Centre and Noarlunga Health Service)

External

- SALHN Outpatients and In Patients across sites (including Flinders Medical Centre and Noarlunga Health Service)

Challenges associated with Role:

Major challenges currently associated with the role include:

- Transforming Health

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles. <http://dpc.sa.gov.au/search?collection=DPC-PROD&profile=default&query=Information+Privacy+Principles+>
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Provide effective leadership and education to staff of the Dental Unit by:

- Managing the day to day operations of the Unit
- Developing and implementing Strategic planning for dental services
- Developing strong relationships and communicating proactively with a broad range of internal and external stakeholders
- Liaising with key stakeholders to provide effective service delivery
- Initiating and implementing service improvements
- Evaluating service quality including feedback from consumers
- Contributing to a supportive work environment
- Providing training, education and continuing development to staff
- Promoting and initiating clinical studies and research activities
- Providing lectures and tutorials for medical students and medical interns as requested

Contribute to the cost effective management of the Dental Unit by:

- Providing a high level of clinical competence in the treatment of a wide range of conditions from routine dentistry to the needs of severely medically compromised patients. This includes:
 - patients have cardiovascular disease requiring medication such as anticoagulants and artificial heart valves or pacemakers,
 - patients suffering from severe debilitating diseases such as chronic obstructive airways disease or advanced diabetes.
 - patients requiring organ transplants have to be rendered dentally fit and need close follow up
- Providing support for Plastic and Reconstructive Surgery in the treatment of severe facial injuries.
- Providing general dental services in consultation as a member of the Cleft and Palate Clinic team and ensuring that follow up procedures are carried out.
- Developing and evaluating clinical protocols/procedures.
- Liaising with Divisional medical staff regarding treatment and care of patients.
- Facilitating clinical studies and research activities.

Formulating and implementing policies and strategies to ensure effective and efficient service delivery in consultation with the Divisional Director and/or other Hospital Departments.

- Planning, initiating and reviewing budgetary control
- Within budgetary guidelines ensuring that dental equipment and clinical facilities are of adequate and appropriate standards
- Applying best practice of Human Resource to develop staffing plan and recruitment processes for the Dental Unit
- Providing high level advice to other staff on policy matters relating to the effective and efficient running of the Unit and evaluating service provision
- Ensuring that a safe workplace and a safe and healthy work environment are provided for all staff.

Provide consultancy and treatment services to:

- Patients referred to FMC from SADS Clinics Other public health units
- Private practitioners (as appropriate)

Ensure that a safe and healthy work environment, free from discrimination is provided for employees by:

- Implementing departmental human resource policies
- Ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business
- Managing industrial relations issues appropriately as they arise
- Managing compliance to the National Safety & Quality Health Service Standards

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Ability to provide effective leadership
- Demonstrated ability to work as part of a clinical team.
- Demonstrated ability to work in a challenging and demanding clinical environment.
- Demonstrated ability to communicate effectively with all staff of health services providers.
- Demonstrated ability to develop a rapport with special needs patients.
- Demonstrated ability to organise work and to determine and meet deadlines.
- Demonstrated capacity to implement Quality Assurance practices.
- Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Work Health & Safety Act 2012, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards"

Personal Abilities/Aptitudes/Skills

- Ability to gain the confidence and co-operation of others
- Conflict resolution skills
- Skills in supporting seriously ill patients
- Ability to work in a multidisciplinary team of health care workers
- Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Work Health & Safety Act 2012, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience

- At least five years post graduate experience in dental practice
- Experience in promoting oral health care
- Proven experience in basic computing skills, including email and word processing

Knowledge

- Understanding of the principles of public dental health, their application and evaluation.
 - Demonstrated and up to date knowledge of infection control in dental practice.
 - Sound knowledge of Work Health Safety principles and procedures
 - Sound knowledge of Quality Management principles and procedures
 - Understanding of delegated safety roles and responsibilities
 - Understanding of the Charter of Health and Community Services rights.
 - Knowledge of National Safety and Quality Health Service Standards
 - Working knowledge of Microsoft Applications
-

2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Ability to gain the confidence and co-operation of others
 - Conflict resolution skills
 - Skills in supporting seriously ill patients
 - Ability to work in a multidisciplinary team of health care workers
-

Experience

- At least five years post graduate experience in dental practice
 - Experience in promoting oral health care
 - Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Knowledge of and commitment to FMC policies
 - Knowledge and understanding of FMC Management Information Systems.
 - Knowledge of hospital based oral health care protocols.
 - Knowledge of the oral manifestations of life threatening systemic diseases
 - Awareness of the Charter of Health and Community Services rights.
-

Educational/Vocational Qualifications

- Undertaking relevant postgraduate studies i.e. Special Needs Dentistry, Oral Medicine.
 - Higher degree in Oral Pathology.
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Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and Adelaide Primary Health Network.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and is committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Signature:

Role Title:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: