

Statement of Duties

Position Title: Oral Health Therapist/Dental Therapist*	Position Number: Generic	Effective Date: September 2014
Group and Unit: Tasmanian Health Service (THS) – Oral Health Services Tasmania		
Section: Various	Location: South, North, North West	
Award: Allied Health Professionals (Tasmanian State Service) Agreement	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Area Manager (for non-clinical issues) and a Senior Clinician (for clinical issues)		
Check Type: Annulled	Check Frequency: Pre-employment	

**This title includes those practitioners who are New Zealand dual qualified.*

Focus of Duties:

Children's Services

- Provide dental care for eligible clients of the Children's Dental Service of Oral Health Services Tasmania (OHST) in accordance with the scope of practice outlined by the Australian Health Practitioners Regulation Agency (Dental Board of Australia).
- Provide health education and health promotion and preventative programs for clients, their families or carers, communities and other relevant stakeholders.

Adult Services

- Provide dental services for eligible adults in accordance with the scope of practice outlined by the Australian Health Practitioners Regulation Agency (Dental Board of Australia) as prescribed by a Dental Officer.

Duties:

1. In accordance with the Scope of Practice for the relevant division of registration and consistent with OHST policies and guidelines, provide dental treatment for children up to eighteen years of age.
2. In accordance with the Scope of Practice for the relevant division of registration and consistent with the OHST policies and guidelines, provide services for adults under the prescription of a Dental Officer, Senior Clinician or other senior dental clinical staff.
3. Participate in quality improvement initiatives and the notification and management of all clinical incidents.
4. Promote and practice the principles of supporting and enabling individuals and communities to increase control over their oral health and its determinants thereby improving their overall health, including but not restricted to, dental health education, health promotion and preventive programs in line with the THS and OHST Oral Health Promotion Strategic Directions and Objectives.

5. Accurately maintain and collect dental records, statistical returns, vouchers and data in accordance with OHST policies and guidelines.
6. 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.
7. 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:

This role is responsible for:

- Providing primary dental care for children up to the age of 18 years within the relevant Scope of Practice as defined by the Dental Board of Australia.
- Providing dental hygiene services to eligible adult clients of the service as prescribed by a Dental Officer within the relevant Scope of Practice as defined by the Dental Board of Australia.
- Supporting and enabling individuals and communities to increase control over their oral health and its determinants thereby improving their overall health and wellbeing.
- Identifying those conditions which require treatment beyond the scope of an Oral Health Therapist/Dental Therapist and the satisfactory referral of clients with such conditions to a Dental Officer within the OHST.
- Accurately maintaining clinical and statistical data and returns as directed by OHST
- Providing other services to eligible clients within the skills and competency described in the Scope of Practice for the relevant registration division of the Dental Board of Australia consistent with the model of care determined by OHST.
- The organisation and function of the dental surgery, clinic or facility from which the Oral Health Therapist/Dental Therapist practices, in accordance with OHST guidelines and relevant standards.
- Maintaining strict infection control standards in line with OHST Infection Control policies and guidelines and relevant Australian standards.
- Quality improvement initiatives including the reporting and management of all clinical incidents.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

This role reports to the following positions:

- The Senior Clinician and/or Clinical Director for general direction of all clinical activities.
- The Area Manager for general supervision of all non-clinical activities.
- The relevant Senior Oral Health Therapist/Dental Therapist for day support and clinical leadership.

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.
- Current Tasmanian Working with Children Registration.
- 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:

Specific Skills and Knowledge

1. Experience in the application of skills and knowledge in contemporary procedures associated with Oral Health Therapy/Dental Therapy.
2. Demonstrated clear understanding of the scope of practice principles as described by the Dental Board of Australia, not limited to, but including, current infection control practices.
3. Knowledge of current National Health and Medical Research Council (NHMRC) Infection Control guidelines, OHST guidelines and appropriate legislation, or the ability to acquire this knowledge in a short period.

Communication

4. Demonstrated ability to confidently convey ideas and information in a clear way, and understand and meet the needs of the audience.
5. Well-developed interpersonal skills including the ability to actively listen to others points of view and welcome constructive feedback.

Drive and Commitment

6. A strong work ethic enthusiasm and commitment to achieve quality clinical outcomes.
7. Demonstrated capacity for sustained effort and hard work to achieve and set high standards of performance for self and others.

Teamwork

8. Ability to cooperate and work cooperatively in the pursuit of team goals including sharing information, supporting others, showing consideration, concern and respect for other's feelings and ideas and accommodating the different working styles of others.

Flexibility and Initiative

9. Adaptability and receptive to new ideas, including the ability to respond and adjust easily to changing work demands and circumstances.
10. Proactive and self-starting, including the ability to enthusiastically seize opportunities and act upon them, originate action as well as actively influence events.

Working Environment:

The Department of Health and Human Services (DHHS) 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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Human Services and Tasmanian Health Service have 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 Director HR Management and Strategy or to the Manager Internal Audit. DHHS 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. DHHS and the 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 DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service 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 of Health and Human Services and the Tasmanian Health Service 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: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.