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## SA Health Job Pack

<b>Job Title</b>	Chief Dental Officer
<b>Job Number</b>	583764
<b>Applications Closing Date</b>	29/2/16
<b>Region / Division</b>	SA Health - Central Adelaide Local Health Network
<b>Health Service</b>	SA Dental Service, Statewide Dental Services
<b>Location</b>	Adelaide
<b>Classification</b>	DO5
<b>Job Status</b>	Full time or Part time, ongoing
<b>Indicative Total Remuneration*</b>	\$207,955

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

<b>Full name</b>	Dr Geoff Franklin
<b>Phone number</b>	8222 9070
<b>Email address</b>	Geoff.Franklin@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



## SA DENTAL SERVICE POSITION DESCRIPTION

### POSITION DETAILS

<b>Position Title:</b> Chief Dental Officer	<b>Classification Code:</b> Dental Officer (DO 5)
<b>Position No:</b> Generic	<b>Reports To:</b> General Manager, SWDS
<b>Division/Branch/Unit:</b> Statewide Dental Services	<b>Date prepared:</b> December 2015

### PRIMARY PURPOSE OF ROLE

SA Dental Service is part of the Central Adelaide Local Health Network providing a range of dental services for eligible children and adults at clinics throughout South Australia. SA Dental Service also works in partnership with the University of Adelaide to educate and train many of the states' dental professionals, including dentists and dental therapists.

**The Chief Dental Officer is responsible to provide:**

- ☐ Clinical leadership and governance of the clinical activities of the SWDS Division
- ☐ Set clinical direction and targets for SDS and CDS programs including the development and implementation of plans, and monitoring and reporting of clinical objectives
- ☐ Develop and implement clinical policies, procedures and Clinical Practice Guidelines
- ☐ Initiate and develop responses to contemporary clinical issues
- ☐ Ensure professional leadership, clinical direction and skill development of clinical staff to meet SWDS service requirements
- ☐ Provide the lead clinical interface between SWDS and other divisions of the organisation to facilitate a collaborative approach to managing clinical initiatives that impact across divisions
- ☐ Provide direct clinical services to eligible clients
- ☐ Manage and provide direction to Statewide Lead Clinicians

### PROFESSIONAL ACCOUNTABILITIES

- ☐ Managers and staff are required to work in accordance with the Code of Ethics for Public Employees, Regional policies and procedures and legislative requirements.
- ☐ Demonstrate a commitment to consistently behave in accordance with SA Dental Service workplace values, policies and procedures
- ☐ Demonstrate integrity, ethical standards and work performance that is consistently of the highest standard
- ☐ Commit to and participate in the SA Dental Service Performance Development process
- ☐ Understanding and experience in implementing work practices that meet the requirements of Work Health & Safety Act 2012, utilising AS/NZS 4360:2004 Risk Management Standard
- ☐ Ensure that safe, quality and effective care is provided to clients in accordance with organisational better practices
- ☐ Display a service-oriented attitude to SA Dental Service employees and clients
- ☐ Strive for excellence, seek to continuously improve our work and contribute to the organisation's Accreditation process
- ☐ In accordance with organisation directions have clear goals and expectations to achieve performance objectives

### REPORTING/WORKING RELATIONSHIPS/INTERACTIONS

- ☐ Accountable to the General Manager, SWDS for the clinical leadership component and reports to the Local Operations Manager when rostered into a clinic.
- ☐ Supervision of Statewide Lead Clinicians
- ☐ Liaises with members of the SWDS Management Group, SWDS Senior Practitioners, Director Clinical Operations, Director Clinical Business Improvement & Support, ADH and other SA Dental Service Divisions
- ☐ Member of Statewide Management Executive Group and SA Dental Service Strategic Executive
- ☐ Establish working relations and interact with Department of Health and other government and non-government stakeholders eg School of Dentistry, University of Adelaide, Hospitals re GA services
- ☐ Provides clinical supervision of dentists on limited registration, dental therapists, dental hygienists, dental assistants and undergraduate dental students when working in a clinical capacity

## SPECIAL CONDITIONS

- ☐ This position is a minimum of 0.8 FTE and has a **minimum** 0.6 FTE clinical leadership component
- ☐ Some out of hours work may be required
- ☐ Safety is a core value of the SA public sector, in accordance with the Premier's Safety Commitment statement
- ☐ Will be required to participate in the performance management review process
- ☐ Some intra and interstate travel may be required
- ☐ Must have a current and valid driver's licence
- ☐ Must be prepared to work at any SA Dental Service location when required
- ☐ May be required to work across SA Health
- ☐ This is an identified prescribed position and is required to undergo a criminal offender check every 3 years
- ☐ Appointment to this position will be subject to the granting of approved Credentiailling and Scope of Practice

RESPONSIBILITY	PERFORMANCE OBJECTIVE	PERFORMANCE INDICATOR
<b>Clinical Leadership &amp; Strategic Direction</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborate with the GM, SWDS to set and review clinical direction within the division and contribute towards SADS' clinical direction through participation in the SADS Strategic Clinicians Group</li> <li><input type="checkbox"/> Provide visible leadership in the clinical direction of the division and organisation</li> <li><input type="checkbox"/> Provide evidence and population health based high level strategic and operational advice and direction regarding individual and cohorts of clients, use of materials and equipment, policy and procedure interpretation and application.</li> <li><input type="checkbox"/> Provide leadership to Lead Clinicians and Senior Practitioners in developing and implementing plans to achieve clinical objectives</li> <li><input type="checkbox"/> Deliver divisional achievement of clinical objectives including KPIs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> SWDS clinical direction and strategies are included in the SWDS Operational Plan</li> <li><input type="checkbox"/> Decision making, planning and advice is based on evidence and the principles of population oral health</li> <li><input type="checkbox"/> Demonstrated contribution towards divisional and organisation clinical outcomes Desired clinical direction and outcomes, including KPIs, are achieved</li> </ul>
<b>Safer and better care</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure compliance of clinical staff with policies and procedures of a clinical nature</li> <li><input type="checkbox"/> Provide leadership in the development, implementation, review and improvement of clinical policies, procedures and Clinical Practice Guidelines (CPG's) and clinical service improvements eg GAs, prosthetics</li> <li><input type="checkbox"/> Collaborate with stakeholders to develop strategies to improve compliance with clinical policies, procedures and CPG's</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Strategies to improve compliance rates are implemented, monitored and reported against</li> <li><input type="checkbox"/> Clinical policies, procedures and CPG's are initiated, modified or improved as required, and developed and implemented in a timely way</li> <li><input type="checkbox"/> Evaluation data indicates that new clinical policies, procedures and CPG's improve clinical outcomes</li> </ul>
<b>Management and Leadership of Statewide Lead Clinicians (SLCs)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide direction to Statewide Lead Clinicians (SLCs) regarding clinical direction and their role in providing leadership to senior practitioners and clinicians within SWDS</li> <li><input type="checkbox"/> Ensure high levels of team and individual performance within the work unit and manage any performance issues</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> SLCs have necessary skills to meet divisional service and legislative requirements</li> <li><input type="checkbox"/> Performance Development discussion and plan performed on an annual basis with SLCs</li> <li><input type="checkbox"/> Contemporary business plan for the SLC group</li> <li><input type="checkbox"/> Data and documents (eg meeting minutes, Staff Communications) appropriately reflect the contribution of the SLC group to achievement of organisational objectives and targets</li> <li><input type="checkbox"/></li> </ul>

RESPONSIBILITY	PERFORMANCE OBJECTIVE	PERFORMANCE INDICATOR
<b>Professional development for clinical staff</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborate with the Workforce Development Unit, SWDS Statewide Lead Clinicians and other stakeholders to identify and develop an organisational response to clinical professional development needs</li> <li><input type="checkbox"/> Collaborate with SWDS Managers, Lead Clinicians and Senior Practitioners to ensure the requisite percentage of clinical staff participate in the performance development process</li> <li><input type="checkbox"/> Participate in Performance Development and Management for improved performance</li> <li><input type="checkbox"/> Ensure all practitioners new to SWDS have access to a clinical induction program</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Development needs are identified from a range of sources</li> <li><input type="checkbox"/> Practitioners have skills required to meet SWDS service and legislative requirements</li> </ul>
<b>General and emergency oral health care</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide emergency and general dental care to eligible clients. This may include provision of care to clients whose needs are beyond the scope of less skilled practitioners</li> <li><input type="checkbox"/> Referral of clients to dental specialists for care outside the scope of a generalist dentist</li> <li><input type="checkbox"/> Clinical supervision of other dental practitioners</li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Care provided and supervision of other practitioners is consistent with SA Dental Service policies, procedures, Clinical Practice Guidelines and Dental Board Regulations</li> <li><input type="checkbox"/> Re-treatment rate, operator service profile and LDO is within accepted range</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Take ownership of team issues and goals</li> <li><input type="checkbox"/> Work together in partnership with other team members, including Director Clinic Operations SWDS and Director Clinical Business Improvement &amp; Support SWDS to achieve common goals</li> <li><input type="checkbox"/> Communication, consultation and collaboration with stakeholders, in particular the ADH, underpin the planning, implementation and evaluation of clinical initiatives, policies and practices</li> <li><input type="checkbox"/> Collaborate with the Executive Director to ensure that organisational clinical direction is reflected in SWDS planning and that the needs of SWDS clinicians are considered in organisational decision making</li> <li><input type="checkbox"/> Contribute and share knowledge with others</li> <li><input type="checkbox"/> Chair clinical meetings and drive agenda topics to facilitate implementation of clinical direction and initiatives</li> <li><input type="checkbox"/> Provide strategic clinical advice to other groups through participating on committees and other groups as required</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Able to list team and organisational objectives and relate them to their job</li> <li><input type="checkbox"/> Team members receive support and assistance when needed</li> <li><input type="checkbox"/> Level of communication, consultation and collaboration is appropriate to the task with an emphasis on maintaining planned timelines and the ability to make informed but timely decisions</li> <li><input type="checkbox"/> Contribution to committees and meetings is evident from meeting minutes and outcomes achieved by the groups</li> <li><input type="checkbox"/> Updates, progress reports, meeting minutes and actions are provided to stakeholders in a timely manner</li> </ul>
<b>Communication and Interpersonal relationships</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Display respectful behaviour to clients and colleagues in accordance with the Respectful Behaviour Policy</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Colleagues and manager report that respectful behaviour is consistently displayed to others</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrate effective problem solving skills to provide a flexible service that meets the needs of the clients</li> <li><input type="checkbox"/> Demonstrate empathy and understanding of clients from diverse, cultural, ethnic and social background</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Shows respect for clients at all times</li> <li><input type="checkbox"/> Demonstrates understanding of the impact of individual behaviour on customers and quality client care</li> <li><input type="checkbox"/> Understands customer requirements and delivers services at a high standard and in a responsive and timely manner</li> <li><input type="checkbox"/> Applies problem solving skills to conflicts and problems that arise</li> </ul>

**TECHNICAL CAPABILITIES***Qualifications, Experience, Skills and Knowledge required to fulfil the requirements of this position***Qualifications****Essential**

- ☐ Registrable as a dentist or dental specialist on the Dental Board of Australia

**Desirable**


- ☐ Qualifications appropriate to the management of a public health service
- ☐ Post Graduate qualification in a dentally related field

**Experience/Knowledge/Skills****Essential**

- ☐ Demonstrated ability to influence clinicians in their provision of dental services
- ☐ Demonstrated strategic leadership skills including the provision of strategic clinical advice
- ☐ Demonstrated ability to work as part of a multi-disciplinary team, build positive relationships and work collaboratively with others
- ☐ Demonstrated understanding of the principles of public health
- ☐ Demonstrated experience to interpret, utilise and communicate evaluation data and research as a means of enhancing service delivery
- ☐ High level of written and oral communication skills
- ☐ Demonstrated experience in making decisions in a timely manner, having regard to the available information
- ☐ Demonstrated experience in the provision of general and emergency dental care to clients
- ☐ Experience in managing a small team of senior professionals

**Desirable**

- ☐ Experience in project management
- ☐ Knowledge of SA Dental Service policies and procedures
- ☐ Knowledge of TITANIUM dental management information system

<b>Approved By</b> General Manager	<b>GEOFF FRANKLIN</b> (Print Name)	<b>Approved</b>  (Signature)	<b>16/12/15</b> (Date)
<b>Accepted By</b> Position Incumbent	(Print Name)	(Signature)	(Date)