HealthHR

Tasmanian Government

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Oral Health Therapist/Dental Therapist **This title includes those practitioners who are New Zealand dual qualified.*
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/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Area Manager (for non-clinical issues) and a Senior Clinician (for clinical issues)
Effective Date:	December 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Dental Board of Australia. Current Tasmanian Working with Children Registration. **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:

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. Provide dental treatment for children up to eighteen years of age, in accordance with the Scope of Practice for the relevant division of registration and consistent with OHST policies and guidelines.
2. Provide services for adults under the prescription of a Dental Officer, Senior Clinician, or other senior dental clinical staff, in accordance with the Scope of Practice for the relevant division of registration and consistent with the OHST policies and guidelines.
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 Agency 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. 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:

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.

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.
- 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.
- 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, safeguarding practices for vulnerable people, and related training.

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:

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 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.