

Statement of Duties

Position Title: Dental Officer	Position Number: Generic	Effective Date: February 2018
Group and Unit: Tasmanian Health Service (THS) – Oral Health Services Tasmania		
Section: Various	Location: South, North, North West	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 1-3	Classification: Dental Officer	
Reports To: Area Manager		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide clinical dental services and associated administrative functions in line with Oral Health Service Tasmania's strategies, policies and programs. This involves the provision of dental services (at general dental practitioner level) to concession card holders and children in accordance with current treatment guidelines and management policies.

Duties:

1. Provide dental services, in line with the policies, protocols, and guidelines of the Tasmanian Health Service (THS) and Oral Health Services Tasmania (OHST), to eligible adults and children. This may include work in areas such as, but not limited to: community clinics, hospital theatres (to provide treatment under general anaesthetic), Special Care Dental Units, Correctional Services, outreach services.
2. Provide dental care for children whose required care is outside the scope of Dental Therapists and/or Oral Health Therapists. Provide support for Dental Therapists and Oral Health Therapists as part of the integrated clinical team.
3. Assist in the development and advancement of the knowledge and professional skills of other staff within the team including Dental Therapists, Oral Health Therapists, Dental Prosthetists, Dental Assistants, Dental Technicians and other Dental Officers, and supervision of undergraduate students or mentoring of new graduate Dentists.
4. 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.
5. 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:

- The Dental Officer is responsible for a significant professional dental caseload consistent with Tasmanian Health Service (THS) and OHST policies and protocols and will work under the broad direction of the Area Manager for operational issues and report to the Senior Clinician for clinical issues.
- Responsible for adhering to and implementing THS and OHST policies and protocols.
- Responsible for ensuring the equitable and efficient use of resources in the delivery of services.
- Responsible, as the lead clinician for supporting all staff clinically responsible to the Dental Officer and for the coordination and provision of additional professional and non-professional services required to provide dental care to the patients under the Dental Officer's care.
- Required to exercise reasonable care in the performance of duties consistent with the relevant WH&S and related legislation (e.g. Radiation Protection Act, Poisons Act).
- Responsible for working as a member of the clinical team in an efficient, effective and safe manner.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

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.

- Current Registration 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:

1. Sound knowledge of dentistry, including children's dentistry, at the general dental practitioner level.
2. A commitment to continuing professional education and sharing knowledge with colleagues.
3. An up to date knowledge and appreciation of the principles of Public Health Dentistry and Minimal Intervention Dentistry with a commitment to improving the safety and quality of services.
4. Well-developed communication and interpersonal skills and the ability to motivate colleagues and patients.
5. Appropriate support and management skills at team and individual level, together with the demonstrated ability to function efficiently and harmoniously within the structure of a multi-disciplinary dental health team.
6. Sound understanding of, and demonstrated ability to implement, Infection Prevention and Control principles within a dental setting.

Working Environment:

The Department of Health (DoH) 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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

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 has 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 Chief People Officer or to the Manager Internal Audit. The DoH 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. The DoH and 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 DoH and THS policy) within DoH and THS 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 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: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.