

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Dental Therapist
Position Number:	501266, 501268, 518002
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing - Oral Health Services Tasmania
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	Area Manager and Clinical Director
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study approved by the Dental board of Australia</p> <p>Registered with the Dental Board of Australia</p> <p>Current Working with Children Registration</p> <p><i>*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.</i></p>
Desirable Requirements:	Current Driver's Licence
Position Features:	<p>Some intrastate travel may be required</p> <p>The occupant will be based in a regional centre (Burnie, Devonport, Launceston, or Hobart)</p>

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:

The Senior Dental Therapist will:

- Assist the Area Manager with the overall organisation, coordination, and management of dental and oral health therapy service delivery.
- Participate as a member of both the area management team and relevant statewide committees to contribute and support service delivery directions, policies, guidelines, and priorities for Oral Health Services Tasmania (OHST) in general and children's dental services in particular, and including, relevant workforce initiatives.
- Provide high level clinical leadership and advanced clinical services in accordance with organisational policies and professional codes of conduct.
- Provide high level advice and assistance to the relevant Area Manager, the Clinical Director, and other staff in relation to novel, complex and critical aspects of dental and oral health therapy practices.

Duties:

1. Undertake effective management and planning of dental and oral health therapy services as delegated by the relevant Area Manager, including staff appointments, orientation, evaluation of practice, allocation and use of human and physical resources, and maintenance of, and compliance with, appropriate legislative and statistical protocols and standards.
2. Provide direct clinical services to clients of the service, including support and advice on more complex, novel, or critical cases at various sites across the region.
3. Contribute to the monitoring, review and updating of policies, procedures, and clinical guidelines for dental and oral health therapy services, in collaboration with the relevant Area Manager and/or the Clinical Director, providing input and recommendations for consideration.
4. Promote high standards of professional dental and oral health therapy service delivery by undertaking professional supervision and leadership in clinical practice and ensuring that dental and oral health therapists maintain a high quality professional caseload consistent with the needs of clients and the broad parameters of the service.
5. Participate in OHST committees, developing a strong professional environment, by contributing to the formulation of policies for OHST in the broader context of the public sector and the needs of the client group.
6. Maintain and further develop a high level of knowledge and understanding of current and emerging trends in dental and oral health therapy, including organising, participating in, and contributing to, the professional development, education, training, recruitment, and retention of dental therapy staff.
7. 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.
8. 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:

The Senior Dental Therapist reports to the relevant Area Manager for all non-clinical issues and to the Clinical Director for clinical accountability and is expected to apply significant professional knowledge and judgement in day to day tasks.

- Within a Corporate Governance Framework, the occupant is responsible for:
 - Supporting the Area Manager in the coordination and management of dental services.
 - Complying with the code of professional conduct for Dental Practitioners and working within established Agency policies and procedures.
 - Exercising reasonable care in the performances of duties, consistent with workplace safety requirements.
- Within a Clinical Governance Framework, the occupant is responsible for:
 - Providing advanced clinical services in accordance with organisational policies and professional codes of conduct.
 - Providing professional and clinical leadership and supervision to dental and oral health therapists employed within OHST.
- Organise, participate in, and contribute to, the professional development, education, training, recruitment, and retention of staff.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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.

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:

1. Demonstrated extensive clinical practice experience as a senior professional practitioner, together with a broad understanding of contemporary oral health service delivery issues relating to the provision of dental and oral health therapy services.
2. Demonstrated ability to exercise a high level of independent professional judgement in the resolution of more complex, novel, or critical problems/issues and the ability to provide authoritative technical or policy advice which draws on in-depth knowledge of contemporary dental therapy practice.
3. Understanding of human and financial management, together with the ability to contribute to the development and implementation of strategies that monitor service delivery effectiveness and efficiency.
4. Proven experience in performance review in a clinical setting and the ability to formulate and implement conflict management, resolution and mediation strategies as required.
5. Demonstrated commitment to quality assurance and quality improvement activities.
6. Demonstrated high level oral and written communication skills including the ability to effectively communicate with key stakeholders and people from diverse social, professional, and cultural backgrounds.
7. Demonstrated ability in strategic development and planning skills together with high level conceptual and analytical skills.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 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.

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