



## Position Description

**Position Title:** Graduate Dental Officer

**Position Classification:** Level 8

**Position Number:** 306245, 305764, 316891, 317684, 319117

**Faculty/Office:** Faculty of Health and Medical Sciences

**School /Division:** Dental School

**Centre/Section:** Oral Health Centre of Western Australia (OHCWA)

**Supervisor Title:** Clinical Operations Manager

**Supervisor Position Number:** 314199

## Your work area

The Oral Health Centre of Western Australia (OHCWA) is a dental teaching hospital within The University of Western Australia School of Dentistry. The Centre is the primary focus for oral health education, research and specialist care delivery in Western Australia. It treats over 15,000 patients a year and delivers a range of clinical and technical training programs.

## Reporting Structure

Reports to: Clinical Operations Manager

## Your role

As the appointee you will, under broad direction, be responsible for the provision of oral and dental health care to OHCWA patients. Clinical care responsibilities will be undertaken at OHCWA clinics either at Nedlands or Bunbury

## Your key responsibilities

Provide consultative and advanced level oral and dental care to OHCWA patients at the level of a general dental practitioner

Contribute to patient screening, oral diagnosis and emergency dental care

Interact with dental specialists within OHCWA to facilitate patient care

Collaborate with School and OHCWA management to further continuing professional education opportunities, leadership, scholarly activity and advanced skills acquisition as required

Provide advice on the development of dental care programs in OHCWA to the Clinical Operations Manager and develop plans for their implementation as required

Provide support in the development of continuing education programs for clinical and auxiliary staff and implement appropriate in-house training as required

Apply and assist in the development of clinical policies and procedures, including those relating to radiation and infection control as required

Other duties as directed

### **Specific work capabilities (selection criteria)**

Graduate of the UWA DMD program in the year preceding commencement of employment

Substantial experience in a clinical setting

Dental qualification registrable with the Dental Board of Australia

High level clinical skills across the range of dental disciplines

Demonstrated commitment to career development, leadership and scholarly activity

Excellent written and verbal communication and interpersonal skills

Excellent planning and organisational ability and time management skills including a demonstrated ability to use initiative

Demonstrated computer competency, including the capacity to maintain electronic patient records and clinical correspondence

Demonstrated commitment to and awareness of cross-cultural issues

### **Special requirements (selection criteria)**

This position is available exclusively to DMD graduates from the University of Western Australia

Travel may be required to OHCWA clinic in Bunbury

### **Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.