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SA Health Job Pack

Job Title	Senior Practitioner, Dentist
Eligibility	Open to Everyone
Job Number	704683
Applications Closing Date	06/10/2019
Region / Division	Central Adelaide Local Health Network
Health Service	Statewide Dental Services
Location	Pt Pirie / Wallaroo / Port Augusta
Classification	DO3
Job Status	Multiple vacancies, Full time or part time, ongoing
Total Indicative Remuneration	\$180,205 - \$186,185

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 - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct contact with blood or body substances)

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

Contact Details

Full name	Merridy Dunn
Phone number	86452044
Email address	Merridy.Dunn@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



ROLE DESCRIPTION

Role Title:	Senior Practitioner, Dentist
Classification Code:	Dental Officer (DO-3)
LHN/ HN/ SAAS/ DHA:	CALHN
Hospital/ Service/ Cluster	SA Dental Service (SADS)
Division:	Statewide Dental Services
Department/Section / Unit/ Ward:	
Role reports to:	Local Operations Manager
Role Created/ Reviewed Date:	February 2019
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > Providing dental services to eligible clients who present with dental diseases and oral health problems of a complex nature
- > Significantly contribute to the implementation of Statewide Dental Services (SWDS) clinical direction and / or programs within the local district including monitoring and reporting on the achievement of clinical objectives and key performance indicators within the district.
- > Provide clinical leadership and contribute to the skill development of clinical staff to meet SWDS service requirements
- > Assist less skilled practitioners in the treatment of more complex cases
- > Provide advice to the Chief Dental Officer and Statewide Lead Clinicians in the development and implementation of policies, procedures and Clinical Practice Guidelines

Key Relationships/ Interactions:

Internal

- > Reports to the Local Operations Manager (LOM)
- > Collaborates with the Director Clinic Operations, Chief Dental Officer, Statewide Lead Clinician, other Senior Practitioners
- > Subject to the incumbent's Scope of Practice, when working in a clinical capacity
 - provide guidance and direction to dental assistants
 - mentorship and support to less experienced dentists, dental therapists, practitioners under mentoring and clinical supervision arrangements, and undergraduate Dental and Bachelor of Oral Health students.
- > Provide professional clinical leadership to members of the clinical team.

External

- > Maintain working relations and interact with Department of Health and other government and non-government stakeholders eg other health care providers in the local area or University of Adelaide, School of Dentistry staff

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Keeping up to date with standards of practice, implementing and monitoring evidence based practice and quality management initiatives consistent with organisational work practices and clinical practice guidelines
- > Meeting key performance indicators and prioritising resources to ensure that they are provided to areas of most effective patient outcomes
- > Accepting responsibility for maintaining and developing own knowledge, professional competence and contemporary practice
- > Accepting responsibility for the clinical leadership and guidance of others in the team in relation to their knowledge, professional competence and achieving required standards and KPI's

KEY RESULT AREA and RESPONSIBILITIES

KEY RESULT AREAS	PERFORMANCE OBJECTIVE	PERFORMANCE INDICATOR
Clinical direction	<ul style="list-style-type: none"> > Lead implementation of clinical direction within the district in collaboration with the Statewide Lead Clinician and LOM > In collaboration with the Statewide Lead Clinician ensure the achievement of clinical objectives > In collaboration with the LOM ensure the achievement of KPI's and clinical objectives are monitored and reported on. > Responsible for developing, implementing and evaluating strategies for improvement in collaboration with the Statewide Lead Clinician and LOM 	<ul style="list-style-type: none"> > Clinical direction, advice and support is provided within Scope of Practice and according to SWDS clinical direction, SADS Clinical Practice Guidelines and procedures > Leadership and change management strategies are used to guide implementation of clinical direction within the district > Local implementation and compliance of KPI's and clinical objectives is achieved and reported on > Compliance with clinical KPI's and Clinical Practice Guidelines (CPG) > Improvement strategies are developed and implemented within established time frames
Safer and better care	<ul style="list-style-type: none"> > Contribute to the development and review of clinical policies, procedures and Clinical Practice Guidelines > Collaborate with the Chief Dental Officer, SWDS Lead Clinician and managers to develop strategies to implement and improve compliance with policies, procedures and clinical practice guidelines > Provide leadership to clinical staff to implement clinical procedures and clinical practice guidelines > In collaboration with the LOM, review and report on clinical staff compliance with clinical policies and procedures > Provide advice to management on service delivery and identify opportunities for improvement > Develop, lead and evaluate improvement activities with staff 	<ul style="list-style-type: none"> > Timely input to the development and review of clinical policies, procedures and Clinical Practice Guidelines is provided on request > Strategies to improve compliance rates are implemented and monitored within the district > Audits are conducted in accordance with instructions provided and follow-up actions are implemented by the required date > Seek and provide support and professional direction > Clinical improvement strategies are implemented by agreed timeframes and progress reported on
Clinical issues & evidence based practice	<ul style="list-style-type: none"> > Contribute to decisions on the suitability and appropriateness of materials, equipment and associated clinical practice > Provide high level judgement, advice and direction to clinicians i.e. regarding individual and cohorts of clients, dental materials, techniques, equipment, policy and procedure interpretation and application. > Provide professional clinical advice and support to tutors, the Local Operations Manager and School of Dentistry Discipline Coordinators in regard to issues concerning dental students 	<ul style="list-style-type: none"> > Clinical direction and advice is <ul style="list-style-type: none"> – based on evidence and the principles of population oral health – provided in a timely way – within Scope of Practice > Materials and equipment are prepared/used as per organisational or manufacturer instructions

KEY RESULT AREAS	PERFORMANCE OBJECTIVE	PERFORMANCE INDICATOR
Professional Development & Supervision	<ul style="list-style-type: none"> > Significantly contribute to the identification of and response to the clinical professional development needs of new and current district staff. This will include responsibility for professional clinical leadership, consultancy, mentorship, peer supervision and training of other dental practitioners > Provide performance review and development (PR&D) to clinicians > Responsible for clinical performance activities in collaboration with the LOM where unsatisfactory clinical performance has been identified > Provide professional clinical supervision of undergraduate Dental and BOH students including assessment and the provision of feedback > Seek guidance, professional direction and mentoring to assist with continuous professional development (CPD) 	<ul style="list-style-type: none"> > Mentoring and supervision are consistent with organisational procedures, guidelines and Dental Board Regulations and Scope of Practice > Professional Development practices are consistent with SADS policy and procedures and clinical induction plan > Annual PR&D plans and 6 monthly reviews are in place > Performance Management processes meet organisational and HR guidelines > Student competency and performance is monitored and assessment practices implemented as negotiated with the School of Dentistry > Participation in CPD and mentoring arrangements as per PR&D plan > Participation in supervision process with formal supervisor and/or mentor
General and emergency oral health care	<ul style="list-style-type: none"> > Apply advanced professional expertise, competence and experience to the provision of general and emergency dental care to eligible clients. This may include <ul style="list-style-type: none"> – Care to clients requiring increasingly complex practice skills and whose needs are beyond the scope of less skilled practitioners – Direct service provision at non-SADS sites eg special needs, correctional services > Increased depth and breadth of knowledge, skill and professional judgement is applied to achieve high level outcomes and KPI targets > Referral to other practitioners for care outside defined Scope of Practice > Ensure administration relating to client records, appointments, fees and recall systems occurs as required > Ensure a local strategy is in place for oral health education/promotion to eligible clients and groups 	<ul style="list-style-type: none"> > Clinical practice is provided proficiency demonstrating an increased depth and breadth of knowledge and skills and a high level of independence and professional judgement. > Dental care is provided is consistent with SADS procedures, SWDS clinical direction, Clinical Practice Guidelines, Dental Board Regulations and Scope of Practice. > Personal KPIs and clinical output are within accepted range > Administration and records management is completed in accurate and timely manner > Oral health education/promotion activities meet organisational guidelines
Teamwork	<ul style="list-style-type: none"> > Lead and support the team to work through clinical planning, issues and goals > Communication, consultation and collaboration with stakeholders underpin the planning, implementation and evaluation of initiatives, policies and practices > Collaborate with the Chief Dental Officer, SWDS Lead Clinician and Local 	<ul style="list-style-type: none"> > Able to list team and organisational objectives and relate them to their job > Team members receive support and assistance when needed > Level of communication, consultation and collaboration is appropriate to the task with an emphasis on maintaining planned

KEY RESULT AREAS	PERFORMANCE OBJECTIVE	PERFORMANCE INDICATOR
	<p>Operations Manager to ensure SWDS clinical direction is reflected in district planning</p> <ul style="list-style-type: none"> > Contribute and share evidence-informed knowledge with others > Lead clinical meetings and drive agenda topics to facilitate implementation of SWDS clinical direction in the district and initiatives to improve clinical outcomes > Provide high level clinical advice to other groups through participating on committees and other groups as required 	<p>timelines and the ability to make informed but timely decisions</p> <ul style="list-style-type: none"> > Contribution to committees and meetings is evident from meeting minutes and outcomes achieved by the groups
Communication and Interpersonal relationships	<ul style="list-style-type: none"> > Display respectful behaviour to clients and colleagues in accordance with the Respectful Behaviour Policy 	<ul style="list-style-type: none"> > Colleagues and manager report that respectful behaviour is consistently displayed to others
Customer Focus	<ul style="list-style-type: none"> > Demonstrate effective problem solving skills to provide a flexible service that meets the needs of the clients > Demonstrate empathy and understanding of clients from diverse, cultural, ethnic and social background > Assist managers in responding to clinical complaints or requests for information relating to specific clients or local issues 	<ul style="list-style-type: none"> > Shows respect for clients at all times > Demonstrates understanding of the impact of individual behaviour on customer and quality client care > Understands client requirements and delivers services at a high standard and in a responsive and timely manner > Applies problem solving skills to conflicts and problems that arise.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registrable as a dentist or dental specialist on the Dental Board of Australia
- > Hold a current Radiation licence with the EPA (SA)

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to work as part of a multi-disciplinary team, building positive relationships and working collaboratively with others
- > Demonstrated ability to communicate effectively, both written and oral
- > Demonstrated ability to make decisions in a timely manner, having regard to the available information
- > Demonstrated ability to apply a high level of independent professional judgement in the delivery of routine and more complex client care
- > Demonstrated ability to provide clinical leadership and influence clinicians in their provision of dental services
- > Ability to discuss clinical performance and improvements with clinicians
- > Demonstrated ability to provide direction and guidance to staff, clients, students and professional groups within Scope of Practice
- > Demonstrated ability to interpret, use and communicate evaluation data and research as a means of enhancing service delivery

Experience

- > Demonstrated experience and competency in the provision of quality, contemporary general and emergency dental care of a more complex nature within Scope of Practice.

Knowledge

- > Demonstrated advanced knowledge of routine oral health service provision.
- > Demonstrated commitment to understanding the principles of public health
- > Familiarity with the dental clinical and dental public health literature to help guide the development of clinical practice

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Qualification in public health and/or management/leadership
- > Postgraduate qualification in dentistry

Personal Abilities/Aptitudes/Skills:

Experience

- > Experience in the use of Titanium dental management information system

Knowledge

- > Knowledge of SA Dental Service policies and procedures

Special Conditions:

- > This position is a minimum of 0.8 FTE which must be in a SWDS clinic. Non-clinical time for clinical leadership activities will be made available as required.
- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > Appointment to this position will be subject to the granting of approved Credentialing and Scope of Practice
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

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.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Mark Chilvers

Role Title: ED SA Dental Service

Signature:



Date: 06/ 02 /2019

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

Name:

Signature:

Date: