

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Dental Officer
Position Number:	Generic
Classification:	Dental Officer Level 1-3
Award/Agreement:	Dental Officers 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:	Relevant Area Manager - Oral Health Services Tasmania
Effective Date:	February 2018
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:

Provide clinical dental services and associated administrative functions in line with Oral Health Service Tasmania's (OHST) 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 Agency and 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 and provide support to 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. 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 Dental Officer is responsible for:

- A significant professional dental caseload consistent with Agency 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.
- Adhering to and implementing Agency and OHST policies and protocols.
- Ensuring the equitable and efficient use of resources in the delivery of services.
- 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, as the lead clinician.
- Exercising reasonable care in the performance of duties consistent with the relevant Work Health & Safety and related legislation (e.g. Radiation Protection Act, Poisons Act).
- Working as a member of the clinical team in an efficient, effective, and safe manner.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing 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:

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 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](#).