

POSITION DESCRIPTION

Position Title: Senior Dental Officer
Award: Award Free by Arrangement with CEO
Classification Level: N/A
Date of Approval: May 2024

PART A: POSITION SPECIFICATIONS

1. Operational Management Environment

Mulungu is an Aboriginal Community Controlled Health Service aimed at responding and providing Health and wellbeing services to a designated geographical area within Mareeba and surrounding districts.

This position is located within the Mulungu Aboriginal Corporation Primary Health Care Service (Mulungu) Health Services Team which is responsible for addressing the health needs of the community and its members. Health services are provided to a designated geographical area within the Atherton Tablelands Regional area and surrounding districts.

2. Purpose of the Position

To deliver comprehensive and holistic dental care to achieve improved oral health outcomes for all Aboriginal and Torres Strait Islander people. Culturally appropriate dental care provision begins with rapport building and includes assessing and diagnosis of oral conditions. Providing appropriate treatment planning and options with the consideration of the other determinants contributing towards the patients' oral health. This will include educating patients on oral hygiene and prevention and providing postoperative instructions while carrying out dental treatment and providing postoperative instructions.

Dentist support processes that ensure the delivery of dental care is at a high standard. Included activities involving peer review, CQI, policy implementation, clinical supervision, clinical audits and reporting of clinical incidents.

3. Scope of the Position

Dentists have a distinctive role to provide clinical leadership in the Dental Team.

The Senior Dental Officer is accountable to:

- The Chief Executive Officer for practice according to the philosophy, policies, and goals of the service.
- Senior Dental Advisor
- Leadership in Oral Health and Clinical Governance

4. Organisational Structure and Reporting Relationships

The position of Dental Officer reports to the CEO and maintains a close liaison with the Health Services Management Team.

5. Primary Duties and Responsibilities

Duties and responsibilities are as follows.

Provide skilled dental health assessment, diagnosis, and treatment services to clients.

- Provide general and emergency dental care to patients in a professional, culturally appropriate, and confidential manner.
- Prepare referral letters and reports and other correspondence to liaise with specialists and other health care providers.
- Correct use of dental materials and equipment
- Contribute to the number of patients visits.
- Contribute to revenue and cost recovery measures by understanding Mulungu-payment policies, productivity range and a reduction in treatments.
- Comply with Mulungu clinical policies, procedures, and relevant clinical practice guidelines within Dental portfolio.
- Diagnose and treat oral disorders and diseases.
- Develop treatment plans and educate patients on proper dental care.

Provide professional support to Dental team & fellow providers.

- Practice and advise in line with scope of practice and AHPRA registration guidelines.
- Assist in the development of appropriate treatment plans for by conducting case discussion sessions and mentorship when required of fellow new providers.
- Provide clinical support and advice to oral health staff when the clinical options are outside of their scope.
- Provide Leadership and contribute to maintaining compliance with RACGP standards and ISO Accreditation and ADA.
- Supervise and support JCU Dental Students, School based dental students to comply with Mulungu policies and procedures.

Understanding of the principles of oral health care and the ability to work with a wide variety of professionals and the public, as part of a team to achieve results.

- Demonstrate a high level of clinical competence in provision of oral health care.
- Maintain confidentiality in line with Code of Conduct and comply with all Corporate Policies and Procedures
- Follow all safety procedures and contribute to a safe work environment.
- Work within a legal and ethical framework.

- Work together respectfully with team members to achieve common goals including sharing knowledge and building professional relationships.
- Provide team members with advice and support regarding contemporary clinical issues.

Effective communication skills – written, verbal and interpersonal to ensure medical documentation is of quality.

- Maximise billings/claims through effective and timely clinic and patient records processes.
- Accurately document client files with clinical treatment notes, billing consent forms and current medication information.
- Ensure maintenance and confidentiality of patient dental records.
- Maintain accurate client records, including the collection and collation of statistical information to forecast demand for services and allocation of budgets.
- Ensure all client medical treatment consent forms are completed and recorded.
- Participate in clinical audits as requested.

Commit to ongoing continuous quality improvement processes with annual reviews into the efficiency of service provision.

- Participation in clinical orientation of new providers, including clinical handovers.
- Participate in the process for clinical case discussions with dental practitioners.
- Dentists will be able to identify 6 appropriate cases for study per year to present to Clinical Governance.
- Achieve required CPD points in accordance with Registration requirements; maintain registration and insurance requirements.
- Provide evidence of CQI activities related to improvement of recall systems for clinical services and dental services.
- Monitor improvement of clinical Systems by reviewing data and reports.
- Develop and implement strategies with Dental Portfolio of ways to maximise Medicare revenue ensuring regulations are met.
- Perform other duties associated with the position as directed by the Chief Executive Officer.

PART B: PERSON SPECIFICATIONS

1. Qualifications

- Bachelor of Dental Science or Equivalent

2. Skills, Knowledge, and Ability

- Knowledge, understanding and sensitivity towards the social, economic, and cultural factors affecting Aboriginal and Torres Strait Islander people's health.

- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly Aboriginal and Torres Strait Islander peoples.
- Ability to function in a multi-disciplinary team and ability to function independently.
- Knowledge and understanding of Quality Improvement processes and RACGP Standards, ADA
- Demonstrated ability to meet targets and performance outcomes.
- Ability to support a continuous improvement model for achieving outcomes.
- Decisive listening, influencing and persuasive skills.
- Experience supervising Dental students, school-based students.
- Excellent communications skills, with the ability to interact effectively with patients and team members.
- Experience with Dental practice management software, Exact.
- Ability to perform comprehensive patient assessments, plan, implement and evaluate clinical care and primary health care strategies.
- Knowledge of, or ability to acquire knowledge of contemporary Human Resource Management practices including Workplace Health and Safety, Equal Employment Opportunity, and Antidiscrimination.

3. Standards of Practice

- Maintain professional standards of practice in the delivery of safe patient care.
- Practice within an evidence-based framework.
- Participate in ongoing professional development of self and others.

4. Essential Requirements

- Bachelor of Dental Science or Equivalent
- Registration with AHPRA – with no known restrictions
- At least 5 years clinical experience as a Dentist
- Radiation User License
- Professional Indemnity Insurance
- Known Blood Borne Viral Status including HIV, Hepatitis B, and C antibody levels.
- Working with Children's Card (Blue Card) or be eligible to apply

PART C: SELECTION CRITERIA

SC 1 Bachelor of Dental Science or equivalent.

SC 2 Demonstrated 5 years prior clinical dental experience.

SC 3 Demonstrated knowledge and understanding of primary health care and the social, economic, and cultural factors affecting the health of Aboriginal and Torres Strait Islander peoples.

- SC 4** Proven working experience in providing a high standard of care where the patients comfort is of upmost importance.
- SC 5** Demonstrated interpersonal and communication skills with the ability to work in a multi-disciplinary team structure.
- SC 6** Demonstrated experience of knowledge of and / or involvement in Quality Improvement processes and RACGP Standards.
- SC 7** Demonstrated Experience Supervising Dental Students.

PART D: KEY PERFORMANCE INDICATORS

KPI 1 Performance & Accountability

- Implementation of all clinical improvement process annually around Child Dental Benefit Scheme (CDBS), DVA, QH and Private Paying clients.
- Meet Medicare CBDS Targets.
- 8 Patients booked in per day per Dentist.

KPI 2 Operate within Clinical Policy, Employee Code of Conduct and Procedures at all times.

- 100% Attendance and completion of mandatory training
- 100 % Completion of orientation paperwork on employment related to Policy and Procedure.

KPI 3 Ensure Dental Clinic operates in accordance with relevant government legislations and RACGP, ISO.

- One (1) clinical presentation at Clinical Governance meeting per year to share professional knowledge.
- Present once a year at Mulungu All Staff Meeting to share your professional knowledge.
- Zero Investigations from external associations/state holders i.e. AHPRA, Radiation Qld, QIP, OHO

KPI 3 Quality

- Ensure less than ten per cent (10%) overdue items related to audits and compliance as always flagged in LogiQC system.
- 100% Ensure your Registrations and Insurance is current, with evidence uploaded to LogiQC.
- 100% Reporting of All Safety Incidents in LogiQC within 2 business days.

KPI 4 Communication and Collaboration

- 90% Attendance in All Staff Meeting
- 90% Attendance in Dental Team Meetings.
- 100% Attendance at all relevant Safety Training, including: WHS, Policy, Fire Evacuation etc.



The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Employer's Signature _____ Date _____
(Chief Executive Officer)

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature _____ Date _____
(Employee Name)