



## POSITION DESCRIPTION

Position Title

Dentist

### PURPOSE OF THE POSITION

The Dentist position will be responsible for the provision of a broad range of clinical duties within the scope of funded dental care services. These services include but are not limited to meeting with patients, assessing their dental health, perform scheduled cleanings, handle complex procedures such as extractions, and work with other staff members such as Dental Assistants and Dental Hygienists to provide SCMSAC clients with quality dental services.

### KEY RESPONSIBILITIES & DUTIES

- Provide comprehensive primary oral health care involving assessment, prevention, early detection, referral, oral health promotion and community development
- Perform dental examinations to determine a diagnosis and develop a treatment plan
- Provide significant emphasis on oral health education at individual dental consultations.
- Ensure appropriate referral of clients for specialist services for further examination and treatment, including x-ray requests forms and referral letters where appropriate
- Provide professional guidance and support for dental assistants
- Liaise effectively with service staff, community groups, clients and external services
- Maintain concise, complete and accurate paper and/or electronic clinical patient dental records
- Prepare and maintain appropriate statistical data, reports and analyses monthly on activities and services including clinical review of records and health promotion activities
- Follow SCMSAC infection control policy maintaining effective and efficient infection control at all times
- In consultation with the Practice Manager, participate in health promotion activities to promote dental services and oral health educational messages to the public
- Identify, develop, implement and evaluate quality improvement practices
- Participate in the development, implementation, maintenance and review of policies and procedures pertaining to the dental practice in accordance with practice guidelines, accreditation standards, AHPRA and other statutory bodies
- Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites or equipment
- Participate in relevant training and development activities as an effective team member
- Understanding of capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO or delegate

## KEY PERFORMANCE AREAS

- Records Management
- Service Delivery
- Client/Patient Care
- Continuous Quality Improvement, Risk Management and WHS
- Enquiries and Complaints Resolution

## KEY COMPETENCIES

### Qualifications, Knowledge and Experience

#### Essential

- Dental qualifications and current registration as a Dental Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- Sound knowledge of Dental clinical practice, together with demonstrated commitment to maintain and update such knowledge
- Comprehensive knowledge of dental procedures, tools and diagnostics
- Understanding of WHS and Infection Control standards particularly related to Dental Services.
- Sound knowledge of community health principles and a commitment to preventative and population health approaches to patient care
- Effective verbal and written communication skills, including the ability to establish and maintain positive and professional interpersonal communications
- Demonstrated capacity to work effectively in a digital dental environment, including but not limited to electronic oral health records, digital imaging and telehealth systems
- Demonstrated ability to treat a variety of patients including but not limited to children and those with complex medical histories
- Current Drivers Licence
- Clear National Police History Check and Working with Children Check

#### Desirable

- Aboriginality\*
- Experience in Aboriginal Oral Health
- Experience with TITANIUM dental IT software.
- Knowledge and understanding of the local Shoalhaven Aboriginal Communities

## PERSONAL QUALITIES AND ATTRIBUTES

- Courteous, with high level of professionalism, confidentiality and discretion
- High level attention to detail
- Effective decision making skills
- Adaptability and flexibility in the workplace

## RELATIONSHIPS

With	Purpose
CEO	The CEO may make day to day requests for support and information from the Dentist relating to oral health services
Heath Services Manager	The Heath Services Manager may provide direction and make requests for support and information from the Dentist relating to oral health services.
H&WB Team Leader - Dentist	The H&WB Team Leader - Dentist is the first point of contact for the overall direction of work and will provide support and supervision to the Dentist.
Managers, Team Leaders and Employees	The Dentist will interact closely with Employees, Managers and employees to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
Clients	The Dentist will develop professional relationships with SCMSAC clients in order to provide them with high quality dental care.
External Stakeholders	The Dentist may develop and maintain strong connections with external stakeholders such as service providers, funding bodies, other agencies and organisations.

## EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed and approved on behalf of SCMSAC

\_\_\_\_\_  
Date

*\*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*