



## POSITION DESCRIPTION

<b>POSITION DESCRIPTION</b>			
<b>Position Title</b>	<b>Oral Health Therapist</b>		
<b>Reports to</b>	Primary Health Care		
<b>Location</b>	Richmond	<b>Employment status</b>	Fixed term, part-time
<b>Reports to</b>	Oral Health Educator / Health Services Manager		
<b>SIGNED</b>		<b>DATE</b>	
<b>Position Purpose:</b>	<p>The Oral Health Therapist (with or without extended scope) contracted to RFDS Victoria will provide dental services and clinical care as part of the new State Government's Smile Squad Program. The program involves the provision of dental services and treatment in mobile Smile Squad clinics at primary and secondary schools in various rural locations.</p> <p>Key functional areas of responsibility involve the provision of a range of clinical dental services consistent with the scope of practice of DHSV and the FDDC. This also includes management of patient care, patient safety, infection control, record keeping and health promotional activities.</p>		
<b>Clinical/ Professional Responsibilities</b>	<p>Undertake accurate diagnosis and treatment planning within the scope of practice for the program</p> <p>Work under the Smile Squad model of care, guidelines and care pathways.</p> <p>Provide appropriate referral of patients for specialist services or private services for non-eligible patients</p> <p>Respond appropriate to client needs, enquiries and complaints</p> <p>Identify high risk patients and manage effectively</p> <p>Maintain communication with the Health Services Manager (Dental), Oral Health Educator, Program Coordinator and Dental Assistant for the coordination of activities etc. as necessary for the provision of client oral care</p> <p>Maintain effective practices for the sterilisation and disinfection of instruments and equipment to prevent cross infection in accordance with DBA Infection Control Guidelines</p> <p>Ensure that the standard of patient care is maintained at the highest possible level commensurate with DHSV policy and the available resources</p>		

	<p>Maintain and process dental records in accordance with DHSV record standards, the DBA Dental Records Guidelines and the Health Records Act</p> <p>Maintain casework and health promotion records within Titanium as required</p> <p>Provide health education and promote oral hygiene in individual consultations</p> <p>Encourage a positive attitude towards oral health in patients</p> <p>Undertake duties in a professional manner when dealing with patients and the general public</p> <p>Work collaboratively with colleagues to contribute to collegiate workplace culture</p> <p>Actively promote a positive public image of RFDS Victoria and the program</p> <p>Participate in quality and occupational health and safety initiatives and activities as directed</p> <p>Responsible for identifying potential hazards and reporting incidents in the workplace to RFDS Victoria</p> <p>Reflects health and safety behaviours conducive to an occupationally responsible workplace</p>
<p><b>Working Relationships:</b></p>	<p><b>Internal</b></p> <p>Direct Report:</p> <p>Oral Health Educator</p> <p>Liaises with:</p> <p>General Manager Primary Health Care</p> <p>Health Services Manager, Dental - Primary Health Care</p> <p>Senior Dental Assistant</p> <p>Program Coordinator (Dental Priority Groups)</p> <p>Dentists/Oral Health Therapists</p> <p>Dental Clinical Coordinator</p> <p>Dental Assistant</p> <p><b>External</b></p> <p>Clients/patients</p> <p>Dental Health Services Victoria</p> <p>Australian Dental Association Victorian Branch</p>
<p><b>Qualifications and Experience:</b></p>	<ol style="list-style-type: none"> <li>1. Bachelor of Oral Health or equivalent degree</li> <li>2. Completed approved course of study for Extended Scope of Clinical Practice (if completed a Bachelor of Oral Health)</li> <li>3. Current registration with AHPRA with no current conditions or undertakings.</li> </ol>

	<ol style="list-style-type: none"> <li>4. A minimum of 2 years previous clinical experience as an Oral Health Therapist</li> <li>5. Professional Indemnity insurance cover</li> <li>6. Current drivers' license and Working with Children Check</li> </ol>
<b>Skills, knowledge, mandatory requirements and competencies</b>	<ol style="list-style-type: none"> <li>1. Advanced level of clinical competence</li> <li>2. Superior communication, interpersonal and negotiation skills.</li> <li>3. Sound awareness and understanding of Infection Control principles</li> <li>4. Sound computer skills (Titanium - desirable, Microsoft Word, Outlook)</li> <li>5. Ability to provide innovative leadership and have a 'solutions focused' approach.</li> <li>6. Knowledge of public dental programs</li> <li>7. Demonstrated experience in health promotion</li> <li>8. Previous experience with the provision of mobile dental services (highly desirable)</li> </ol>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for own health and safety</li> <li>• Take reasonable care for the health and safety of others including the implementation of risk control measure within their control to prevent injuries or illnesses</li> <li>• Comply with all reasonable instruction to safeguard their health and safety</li> </ul> <p>Cooperate with any reasonable RFDS policies and/or procedures including the reporting of OH&amp;S hazards or incidents</p>
<b>Code of Conduct &amp; Organisational Values</b>	<p>All employees, members and volunteers of the Royal Flying Doctor Service of Victoria are mutually responsible for the success of the organisation.</p> <p>The organisation is committed to creating an environment in which all employees can realise their full potential. In return all RFDS Victoria employees are expected to make contributions that positively impact our customers, our patients, our communities, our business and each other.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Conduct to the highest degree of ethics and integrity</li> <li>• Creative thinking and openness to new challenges</li> <li>• Appreciating diversity in the workplace and treating everyone with courtesy and respect</li> <li>• Effective communication, which is open and honest</li> <li>• Modelling best practice and leadership</li> </ul> <p>Our organisational values are detailed in the "Vision 2020" Document and our Induction Handbook.</p>