

Position Description

Position Title	Dentist
Position Number	30025394
Division	Community and Continuing Care
Department	Community Dental Services
Enterprise Agreement	VPHS (General Dentists, Dental Therapists, Dental Hygienists And Oral Health Therapists) Multi Enterprise Agreement 2024-2028
Classification Description	Dentist Level 1-3
Classification Code	Enter classification code
Reports to	Enter position title the position will report to
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

Our innovative oral health team consists of dentists, oral health therapists, dental prosthetists, oral health educators, clinical academic educators (Dentists, oral health therapists and specialists), supervised dental and oral health students and a range of support personnel. The CDS is primarily funded by Dental Health

Services Victoria to provide general and emergency oral health care within the scope of publicly funded dental services. CDS is also involved in preventative oral health initiatives including an active schools and early years outreach program. CDS delivers services from the Anne Caudle Campus and at various outreach sites.

Dentists are responsible for the provision of a broad range of clinical duties within the scope of publicly funded dental services. This position will provide high quality, efficient and effective dental health care to patients and actively contribute to quality improvement activities relevant to CDS.

In addition to this the Level 3 Dentist possesses advanced skills to independently carry out a broad range of complex procedures and will provide clinical leadership, supervision and support of less experienced staff based within the Dental Service. They will assist the Senior Dentists in facilitating, maintaining and developing the knowledge and expertise of clinical and auxiliary staff who provide dental services. This position will provide

CDS has a commitment to assuring safety and quality in the services it provides. In keeping with this commitment all services will be provided by an oral health team working together with shared accountability for improving health outcomes for the people attending for care.

Responsibilities and Accountabilities

Key Responsibilities

- Meet all aspects/competencies of a Level 1-3 Dentist as set out in the Victorian Public Health Sector (General Dentist) Enterprise Agreement 2024-2028

Clinical Services & Patient Care

Level 1-3

- Provide general dental services to eligible patients in accordance with Bendigo Health and DHSV clinical standards and policies, and principles of public health.
- Ensure all clinical services provided are within the scope of their AHPRA registration and legally defined scope of practice. Manage patients within their competency and experience levels, deferring to the senior dentist as required.
- Understanding of the interdisciplinary nature of complex dental care, and the ability to appropriately refer to other members of the dental team (in accordance with Bendigo Health policy), patients for general dental, specialist services and care which is outside their scope of practice.
- Provide patient care as required, in a theatre session conducted in day surgery unit of the acute Hospital.
- Provide dental education to patients aimed to maintain and improve their oral health.
- Collaborate and communicate with all members of the oral health team to achieve desired consumer outcomes including identifying where improvements can be made to the quality of consumer care.
- Provide a high quality service to consumers that reflects evidenced based practice and is in accordance with National Safety and Quality Health Service (NSQHS) standards.
- All interactions with patients show appropriate responses to their needs and demonstrate the application of Bendigo Health values.
- Ensure consumers, families/representatives or carers of the Dental Service are provided with timely information and are involved in decision making about their care.
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice the principles of open disclosure.

- Ensure services delivered are effective, efficient, coordinated and client focused.

Level 3

- Assist the Senior Dentist in providing clinical leadership within the CDS.
- Provide support in clinical decision making to other members of the oral health team as required.
- Manage complex patient care queries escalated by other dental practitioners/students.
- Provide general dental services to eligible patients in accordance with Bendigo Health and DHSV clinical standards and policies, and principles of public health.
- Ensure all clinical services provided are within the scope of their AHPRA registration and legally defined scope of practice. Manage patients within their competency and experience levels.
- Manage difficult clinical situations i.e. Patients with complex medical and social histories or disabilities, and perform a broad range of efficient dental services with infrequent support.
- Appropriate skills for the resolution of patient complaints.
- Actively participates as a leader in the oral health team by providing a high level of support in clinical decisions to other members of the care team.
- Assist the senior dentist in maintaining clinical guidelines, pathways and policies.
- Receive referrals from other dental practitioners and be called upon for dental advice.

Education & Professional Development Level 1-3

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development, continuing education and completing mandatory training as defined by Bendigo Health.
- Ensure that dental programs and activities within Bendigo Health that impact the community involve appropriate community/consumer consultation.
- Participate in education of key personnel and service providers on matters relating to the oral health needs of the Bendigo community.

Staff Supervision, Leadership and Support

- Mentor, supervise and/or support less experienced clinicians and dental assistants to build their clinical skills, confidence and ability.
- Maintain courteous and professional interpersonal relationships with all members of staff, stakeholders and consumers. Work with clinical and clerical staff associated with the unit, to ensure cohesive and effective service provision.
- Assist in the induction of new staff.
- Actively participate and contribute to staff meetings.
- Participate in planning and developing innovative services to meet the oral health needs of our community and region.

Resource Management & Policy Compliance

- Comply with best practice healthcare standards, legislation, Bendigo Health clinical governance framework and clinical practice guidelines.
- Adhere to Occupational Health and Safety policies and procedures, complying with Bendigo Health Infection Control policies and participation in required audits.
- Report all adverse events, complaints and 'near misses' in accordance with Bendigo Health processes and DHSV Clinical Incident & Complaint Reporting Policies.
- Maintain and process patient records in accordance with Bendigo Health and DHSV Clinical Record Standards and the Health Records Act 2002
- Ensure that the dental surgery and dental laboratory are maintained in accordance with Bendigo health infection control policy.

- Active involvement in quality improvement activities relevant to CDS. Undertake data collection for the monitoring and evaluation of programs.

Key Selection Criteria

Essential

1. Current registration as a Dentist with AHPRA and the ability to meet all credentialing requirements to practise within Bendigo Health.
2. Current Radiation Operators Licence
3. Demonstrated clinical competence and experience in the provision of general dental services delivered through public, private and/or specialist providers.

Desirable

1. Demonstrated understanding of public dental care and associated clinical service delivery.
2. Proven ability to work as part of a team, as well as work independently.
3. Demonstrated ability to provide leadership within a clinical setting and maintain high standards of performance, quality and productivity for self and others.
4. Ability to interact and communicate with a diverse range of people from all levels, cultures and backgrounds.
5. Demonstrated ability to manage time, prioritise competing demands and operate in an environment of change and continuous improvement.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is

committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.