

Graduate Dentist

Title: Graduate Dentist	Reporting to: Head of Unit Primary Care	
Portfolio: RDHM Program: All Programs	Direct reports: 0	
Enterprise Agreement:	Victorian Public Health Sector (General Dentists) (Single Interest Employers) Enterprise Agreement 2024-2028	
Classification:	Level 1	
Employment Type:	Fulltime	
Key Stakeholders:	Internal: Clinical and operational leads RDHM Quality & Safety team Transformation team People & Culture, Safety & Wellbeing OHV corporate Universities, Community Dental Agencies	External: Patients/Consumers Families / Carers Students and university staff

Position Purpose

As part of the Primary Care team, this role, as an entry-level dental practitioner, will be responsible for the provision of a broad range of clinical duties within the scope of publicly funded dental services. The Dental Officer will be supported by Senior Dentists in the department, and confer with them for more complex clinical presentations, ensuring appropriate referral of patients for specialist services.

Our organisation

The Royal Dental Hospital of Melbourne is Victoria's leading oral health teaching institution. With over 130 years serving the community, RDHM stands as a beacon for oral healthcare in Victoria. In partnership with the University of Melbourne, RMIT and La Trobe University, we provide students with their earliest practical training. RDHM is funded and administered by Dental Health Services Victoria and accountable to the Victorian Minister for Health – Victorian Government.

Our Values

Respect | Accountable | Collaboration | Transform

Role Accountabilities: What you are accountable for	
	<ul style="list-style-type: none"> • Manage patients, under the direction of experienced clinicians, within competency and experience levels as defined by the Oral Health Victoria (OHV) Credentials and Scope of Clinical Practice Procedure and as assessed by regular record audit. • Refer complex treatment plans to senior clinicians for guidance. • Maintain and process patient records in accordance with OHV Clinical Record Standards and the Health Records Act 2002. • Undertake duties in a professional manner when dealing with patients and the public, including responding to injuries and complaints. • Optimize functionality of electronic patient management system. • Actively engage in operational activities including electronic communication, meetings, managing complaints and accreditation requirements. • Compliance with all legislative, policy, procedure and employment requirements
	<ul style="list-style-type: none"> • Demonstrate and promote a proactive commitment to health & safety, wellbeing and the environment by actively participating in the ongoing identification of risks. • Maintain patient privacy and confidentiality in accordance with organisational procedures and policies. • Participate in myDevelopment ensuring goals are signed off and reviewed • Model behaviours that demonstrate the Victorian Public Health Sector and OHV values in all aspects of work. • Maintain a commitment to child safety, equity and inclusion, and cultural safety. • Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures • Undertake other reasonable duties as requested ensuring effective and timely completion
<p>Value Based Health Care</p> <p>OHV is committed to the principals with the aim of managing the increasing demand for public dental services and achieving the best outcomes from the care we provide. Our VBHC framework guides how we work in a team to:</p> <ul style="list-style-type: none"> ○ Be a person-centred system based on what people need ○ Provide the right services, by the right person, at the right time, in the right location ○ Achieve the best outcomes at the lowest cost ○ Integrate care across separate facilities ○ Measure outcomes and costs for every client 	
<p>Health & Safety</p> <p>Take reasonable care of, and cooperate with actions taken to protect the health, safety and wellbeing of yourself and others.</p> <p>Follow safe work practices and directions, including the proper use of any personal protective equipment.</p> <p>Report any hazards, incidents and injuries to your supervisor or manager and enter into VHIMS</p>	

Quality, Compliance & Risk Management

At RDHM we all work together to deliver world class, high quality, safe and integrated oral health care that improves patient outcomes by fulfilling our safety and quality roles. We achieve this by:

- Working within the RDHM Quality and Safety systems.
- Supporting RDHM in continuously improving care. We look for opportunities to improve in everything we do. Once identified we plan, implement, and evaluate improvements with the goal to improve the quality and safety of care provided.
- Providing safe, integrated, appropriate and patient centred care

Diversity & Inclusion

By all contributing to being an inclusive workplace, we can be a workplace where everyone can feel like they belong

- Recognise and appreciate the unique and different perspectives that each individual brings to the team
- Challenge assumptions and stereotypes and actively contribute to an environment where everyone feels respected and included
- Respect all ideas and people so that we can create an environment where everyone feels seen, heard, and valued. Inclusive teams are better teams and are integral to our success

Privacy

The Privacy Act regulates how we collect and handle personal information, including health information. Keep all health information (any information about a person's health or disability, and any information that relates to a health service they have received or will receive) confidential and do not remove it from RDHM. This includes patient scans and photographs. If your role includes reviewing complaints or complaint information, this information is confidential and not to be recorded within the dental record.

Your Knowledge, Skills and Experience

Knowledge and Skills

- Strong knowledge of patient care processes and techniques.
- Commitment to population health.
- Willingness to learn.
- Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders.

Desirable

- Knowledge of DHSV and public oral health.

Experience

Desirable

- Experience in patient management system e.g. Titanium

Qualifications, Certifications and Other Requirements

Qualifications, Certifications

- Dentist registered with the Dental Board of Australia.
- Bachelor of Dental Science or equivalent and ADC Certificate.
- Current, unrestricted APHRA registration.

Other Requirements

Satisfactory Working with Children's Check (Vic) and Police Check
Vaccination requirements as required by the Department of Health guidelines, and per Staff Immunisation Procedure

Competencies	
Behavioural Competencies	Care Management or Patient Relations or Customer Focus Building trust Decision Making Managing Work Collaboration Contributing to Team Success Adaptability Quality Orientation or Initiating Action
Role Location	This role is based on site

Document Title	Version	Sign off date
Graduate Dentist	V1	12.08.25