

Dental Officer

Title: Dental Officer	Reporting to: Head of Unit	
Portfolio: RDHM Business Unit: Primary Care	Direct reports: 0	
Enterprise Agreement:	Victorian Public Health Sector (General Dentists) (Single Interest Employers) Enterprise Agreement 2024-2028	
Classification:	Level 2	
Employment Type:	Full Time / Part Time / Casual	
Key Stakeholders:	Internal: RDHM employees DHSV employees	External: Patients/Consumers Families / Carers Students / Convenors Universities

Position Purpose

Your role as a Dental Officer is in the Primary Care team, reporting to the Head of Unit. This position is responsible for the provision of a broad range of clinical duties within the scope of publicly funded dental services, including patients with disabilities and complex medical histories. You will work independently and undertake clinical duties in accordance with DHSV clinical standards and policies to ensure the provision of high quality and efficient services including 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	
Role Specific	<ul style="list-style-type: none"> • Provide direct, quality patient care in accordance with DHSV clinical standards and policies • Manage patients within competency and experience levels as defined by the DHSV Credentials & Clinical Privileges Policy and as assessed by regular record audit • Manage patients within competency and experience levels as defined by the DHSV Credentials & Clinical Privileges Policy and as assessed by regular record audit • Undertake clinical supervision/direction/support of postgraduates, dentists, Oral Health Therapists, Dental Assistants or under-graduates, where appropriate • Where appropriate, provide professional support and direction for Dental Assistants • Adhere to DHSV Clinical Incident & Complaint Reporting Policies, ensuring DHSV Infection Control and DHSV Occupational Health & Safety Policies and Procedures are followed • Where appropriate, select patients for teaching purposes and ensure their transfer within DHSV • Other duties and responsibilities as may be reasonably required
Generic	<ul style="list-style-type: none"> • Demonstrate and promote a proactive commitment to health & safety, well-being, and the environment by actively participating in the ongoing identification and prevention of risks • Participate in myDevelopment ensuring goals are signed off and reviewed.
Your Knowledge, Skills and Experience	
Knowledge and Skills	<ul style="list-style-type: none"> • Dental qualification • AHPRA registration – Dentist • Demonstrated high level knowledge of, and ability in, the management of dental public health programs • Clinical competence, with the ability to work independently • Demonstrated ability to communicate effectively • Demonstrated ability to provide leadership, as required, including a commitment to public health principles. • Demonstrated ability to treat a variety of patients including children, those with complex medical histories, special needs etc • Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders' levels
Experience	<ul style="list-style-type: none"> • Experience in a public health sector environment • Experience in patient management system e.g., Titanium • Knowledge of DHSV and public oral health

Qualifications, Certifications and Other Requirements	
Qualifications, Certifications	<ul style="list-style-type: none"> Dental qualification eligible for registration as a dentist with AHPRA
Other Requirements	<ul style="list-style-type: none"> Satisfactory Working with Children Check (Vic) and Police Check Vaccination requirements as required by the Department of Health guidelines and the DHSV Staff Immunisation Procedure.
Value Based Health Care DHSV 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: <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 	
Health & Safety <ul style="list-style-type: none"> Take reasonable care of, and cooperate with actions taken to protect the health, safety and wellbeing of yourself and others. Follow safe work practices and directions, including the proper use of any personal protective equipment. Report any hazards, incidents and injuries to your supervisor or manager and enter into VHIMS 	
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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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.	

Competencies		
Behavioural Competencies		<ul style="list-style-type: none"> • Adaptability • Building Trust • Collaboration • Contributing to team success • Customer focussed • Decision making • Quality Orientation / initiating action • Managing Work
Document Title	Version	Sign off date
Dental Officer	V1	12/06/2025