

## Paediatric Dental Resident

<b>Title:</b> Paediatric Dental Resident	<b>Reporting to:</b> Head of Paediatric Dentistry	
<b>Portfolio:</b> RDHM <b>Program:</b> Integrated Specialist Care	<b>Direct reports:</b> NA	
<b>Enterprise Agreement:</b>	General Dentists' Victorian Public Sector Multi-Enterprise Agreement 2024 - 2028	
<b>Classification:</b>	General Dentist level 2	
<b>Employment Type:</b>	Full Time	
<b>Key Stakeholders:</b>	Internal: Clinical and operational leads RDHM Quality & Safety team Transformation team People & Culture, Safety & Wellbeing DHSV corporate Universities, Community Dental Agencies	External: Patients/Consumers Families / Carers Students and university staff

### Position Purpose

The Paediatric Dental Resident role sits in the RDHM portfolio and reports to Head of Paediatric Dentistry. As part of the Specialist Paediatric Dentistry Team this role is a hybrid role for service delivery, clinical administration and non-accredited teaching in paediatric dentistry. This role is for a general dentist attaining additional specific paediatric experience or aiming to undertaking specialist training in paediatric dentistry in the future.

The Dentist Level 2 can capably and independently undertake clinical duties in accordance with Dental Health Services Victoria (DHSV) clinical standards and policies to ensure the provision of high quality and efficient services. The Dentist Level 2 will ensure 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

<b>Role Accountabilities: What you are accountable for</b>	
<b>Patient experience</b>	<ul style="list-style-type: none"> <li>• Provide a broad range of high-quality dental care to paediatric patients eligible for public dentistry in accordance with DHSV clinical standards and policies with specialist support.</li> <li>• Manage patient within competency and experience level as defined by the DHSV Credentials and Clinical Privileges Policy.</li> <li>• Manage patients with complex medical, developmental or social backgrounds with specialist dentist support.</li> <li>• Where appropriate provide professional support and direction to Dentists, Oral Health Therapists and Dental Assistants.</li> <li>• Provide clinical administrative support to the Paediatric Dentistry Unit.</li> </ul>
	<p><b>Generic</b></p> <ul style="list-style-type: none"> <li>• Demonstrate and promote a proactive commitment to health &amp; safety, wellbeing and the environment by actively participating in the ongoing identification of risks.</li> <li>• Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.</li> <li>• Participate in myDevelopment ensuring goals are signed off and reviewed.</li> <li>• Model behaviours that demonstrate the Victorian Public Health Sector and DHSV values in all aspects of work.</li> <li>• Maintain a commitment to child safety, equity and inclusion, and cultural safety.</li> <li>• Adhere to the DHSV Child Safety and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.</li> <li>• Undertake other reasonable duties as requested ensuring effective and timely completion.</li> </ul>
<p><b>Value Based Health Care</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>○ Be a person-centred system based on what people need</li> <li>○ Provide the right services, by the right person, at the right time, in the right location</li> <li>○ Achieve the best outcomes at the lowest cost</li> <li>○ Integrate care across separate facilities</li> <li>○ Measure outcomes and costs for every client</li> </ul>	
<p><b>Health &amp; Safety</b></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**

- Dental qualification eligible for unrestricted registration as a dentist with AHPRA.
- Clinical competence, with the ability to work independently but well aware of competency boundaries to seek appropriate specialist support.
- Demonstrated ability to treat children and adolescents.
- Demonstrated ability to work in a large team.
- Demonstrated ability to communicate effectively.
- One-year general dental experience since graduation with experience managing children and adolescents.
- Employee Working with Children Check.

#### **Experience**

#### **Desirable**

- Demonstrated knowledge and experience in public health sector or programs.
- Demonstrated commitment to public health principles.
- Experience managing children and adolescents with complex medical, special needs or social backgrounds.
- Experience in patient management systems.
- Two years of general dental experience since graduation with experience managing children and adolescents.

Qualifications, Certifications and Other Requirements	
<b>Qualifications, Certifications</b>	Dental qualification eligible for unrestricted registration as a dentist with AHPRA.
<b>Other Requirements</b>	Satisfactory Working with Children's Check (Vic) and Police Check Vaccination requirements as required by the Department of Health guidelines, including COVID 19- Category A per Staff Immunisation Procedure
Competencies	
Behavioural Competencies	Adaptability Building Trust Collaboration Contributing to team success Customer focussed Decision making Quality Orientation / initiating action Managing Work
<b>Role Location</b>	This role is based on site

Document Title	Version	Sign off date
Paediatric Dental Resident	1.0	24 July 2025