

## Specialist Dentist

### Oral and Maxillofacial Surgery

<b>Title:</b> Specialist Dentist	<b>Reporting to:</b> Head of Unit Oral Surgery	
<b>Portfolio:</b> Royal Dental Hospital Melbourne (RDHM) <b>Program:</b> Oral Surgery	<b>Direct reports:</b> NA	
<b>Enterprise Agreement:</b>	Specialists Dentists and Specialists Dentists in Training Dental Health Services Victoria Enterprise Agreement 2024 - 2028	
<b>Classification:</b>	SP02	
<b>Employment Type:</b>	Part 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 Department of Family Fairness and Housing/Case Workers

### Position Purpose

The Specialist Dentist role sits in the RDHM portfolio and reports to Head of Unit Oral Surgery. The role is responsible for the provision of specialist dental care within the scope of publicly funded dental service, including patients with disabilities and complex medical histories, and undertakes advanced clinical procedures appropriate to the specialty (oral and maxillofacial), rarely requiring support from more senior colleagues. The specialist acts as a consultant in relation to a particular specialty and liaises closely with other clinical services and service providers.

The Specialist will assist in providing leadership in the supervision of all staff based at a clinic/department and will provide clinical and organisational leadership to dental auxiliaries and less experienced dentists in accordance with Dental Health Services Victoria (DHSV) clinical standards and policies to ensure the implementation, maintenance and provision of high quality and efficient services for patients.

## **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>• Undertake advanced clinical procedures appropriate to the specialty, rarely requiring support from more senior colleagues.</li> <li>• Provide direct, quality patient care in accordance with DHSV clinical standards and policies.</li> <li>• Manage patients within competency and experience levels as defined by the DHSV Credentials &amp; Clinical Privileges Policy and as assessed by regular record audit.</li> <li>• Maintain and process patient data, documents and records in accordance with DHSV Clinical Record Standards and the Health Records Act 2002.</li> <li>• Undertake clinical supervision/direction/support of postgraduates, dentists, dental auxiliaries, or under-graduates, where appropriate.</li> <li>• Act as team leader and undertake clinical supervision of less experienced dentists, by providing professional support, clinical direction and leadership.</li> <li>• Adhere to DHSV Clinical Incident &amp; Complaint Reporting Policies, ensuring DHSV Infection Control and DHSV Occupational Health &amp; Safety Policies and Procedures are followed.</li> <li>• Other duties as requested within scope of role.</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>	
<p><b>Quality, Compliance &amp; Risk Management</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>Working within the RDHM Quality and Safety systems.</li> <li>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.</li> <li>Providing safe, integrated, appropriate and patient centred care.</li> </ul>	
<p><b>Diversity &amp; Inclusion</b></p> <p>By all contributing to being an inclusive workplace, we can be a workplace where everyone can feel like they belong</p> <ul style="list-style-type: none"> <li>Recognise and appreciate the unique and different perspectives that each individual brings to the team.</li> <li>Challenge assumptions and stereotypes and actively contribute to an environment where everyone feels respected and included.</li> <li>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.</li> </ul>	
<p><b>Privacy</b></p> <p>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.</p>	
<p><b>Your Knowledge, Skills and Experience</b></p>	
<p><b>Knowledge and Skills</b></p>	<p><b><u>Mandatory</u></b></p> <ul style="list-style-type: none"> <li>Specialist qualification recognized with AHPRA</li> <li>Knowledge in the management of dental public health programs.</li> <li>Working with Children's Check</li> <li>Radiography License</li> <li>Police Check</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>Knowledge of DHSV and public oral health</li> </ul>

<b>Experience</b>	<p><b><u>Mandatory</u></b></p> <ul style="list-style-type: none"> <li>• Experience in providing clinical leadership and supervising clinical duties of staff.</li> <li>• Experience in treating clients with physical and/or mental disability, or other groups with special needs.</li> <li>• Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders' levels.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Experience in a public health sector environment.</li> <li>• Experience in using a patient management system e.g. Titanium.</li> </ul>
<b>Qualifications, Certifications and Other Requirements</b>	
<b>Qualifications, Certifications</b>	Specialist qualification recognized with AHPRA
<b>Other Requirements</b>	<p>Satisfactory Working with Children's Check (Vic) and Police Check</p> <p>Vaccination requirements as required by the Department of Health guidelines, including COVID 19– Category A per Staff Immunisation Procedure</p>
<b>Competencies</b>	
Behavioural Competencies	<p>Adaptability</p> <p>Building Trust</p> <p>Collaboration</p> <p>Contributing to team success</p> <p>Customer focussed</p> <p>Decision making</p> <p>Quality Orientation / initiating action</p> <p>Managing Work</p>
<b>Role Location</b>	This role is based on site

Document Title	Version	Sign off date
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