

## Head Of Unit Oral Surgery

### Oral Surgery

<b>Title:</b> Head of Unit Oral Surgery	<b>Reporting to:</b> Director Surgery and Oral Medicine	
<b>Portfolio:</b> RDHM <b>Business Unit:</b> Surgery and Oral Medicine	<b>Direct reports:</b> Yes	
<b>Enterprise Agreement:</b>	Specialist Dentists' and Specialist Dentists' In Training Dental Health Services Victoria Enterprise Agreement 2024-2028	
<b>Classification:</b>	Specialist Level 3B	
<b>Employment Type:</b>	Part Time	
<b>Key Stakeholders:</b>	Internal: RDHM employees DHSV employees	External: Patients/Consumers Families / Carers Students / Convenors Universities

### Position Purpose

As part of the Specialist Care team, this role is responsible for planning, managing and providing specialist dentistry to patients within the Surgery Unit at the Royal Dental Hospital of Melbourne (RDHM).

### 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	
<b>Position Specific</b>	<ul style="list-style-type: none"> <li>• Deliver high-quality, efficient, and patient-focused public dental services.</li> <li>• Uphold and promote DHSV's mission, objectives, and values.</li> <li>• Lead by example and foster a values-driven work environment.</li> <li>• Manage staff, finances, and resources within the Oral Surgery Division.</li> <li>• Support dental education and specialist services across DHSV.</li> <li>• Facilitate patient referrals and provide professional staff for teaching and clinical roles.</li> <li>• Coordinate clinical and teaching facilities effectively.</li> <li>• Provide direct, quality patient care in accordance with DHSV clinical standards and policies</li> <li>• Maintain a liaison &amp; partnership role with specialists-in-training within the unit and their supervisors.</li> <li>• Undertake advanced clinical procedures appropriate to the specialty, rarely requiring support from more senior colleagues</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 records in accordance with DHSV Clinical Record Standards and the Health Records Act 2002.</li> <li>• Undertake clinical supervision/direction/support of postgraduate students and dental practitioners within the Specialist Unit.</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>• Liaise with Operations Manager for waitlist, activity and budget related decisions.</li> </ul>
<b>Generic</b>	<ul style="list-style-type: none"> <li>• Provide effective leadership, management and talent acquisition, succession planning and talent development within the team. This includes coaching and partnering with direct reports to build and implement myDevelopment initiatives regarding development plans and conducting performance feedback discussions</li> <li>• Liaise with Team Leader (and Dental assistants) fostering a cohesive and effective relationship between clinicians and dental assistants leading to safe and timely patient care.</li> <li>• Participate in myDevelopment ensuring goals are signed off and reviewed</li> <li>• Ensure all new hires within the team participate in all induction activities including completing all compliance eLearning across their 1st 90 days</li> <li>• Demonstrate and promote a proactive commitment to health &amp; safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks</li> </ul>

	<ul style="list-style-type: none"> <li>Model behaviours that demonstrate the Victorian Public Sector and DHSV values in all aspects of work</li> <li>Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.</li> </ul>
<b>Your Knowledge, Skills and Experience</b>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Understanding of key business drivers and metrics, including financial and performance indicators</li> <li>A strong knowledge of the health sector and government legislation, regulations and policies.</li> <li>Knowledge of DHSV policies and practices</li> <li>Commitment to continuing personal and professional development.</li> <li>Strong proficiency in MS Office suite of programs</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous clinical management experience</li> <li>Previous staff leadership experience</li> <li>Stakeholder relations experience including demonstrated strength in relationship building, collaborating and managing the expectations of key stakeholder groups and providing an outcome that benefits the organisation</li> <li>Experience in managing multiple priorities/projects in fast-paced environment and getting results achieved with minimal supervision</li> <li>Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders levels</li> <li>Leadership experience, showing initiative and a commitment to public health principles</li> <li>Experience in setting performance standards, coaching staff, negotiating and resolving issues</li> <li>Experience in generating, interpreting and utilizing data to facilitate improvements in service delivery</li> </ul>
<b>Qualifications, Certifications and Other Requirements</b>	
<b>Qualifications, Certifications</b>	<ul style="list-style-type: none"> <li>Registration as a Specialist Oral and Maxillofacial Surgeon or Oral Surgeon with Dental Board of Australia</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Satisfactory Working with Children Check (Vic) and Police Check</li> <li>Vaccination requirements as required by the Department of Health guidelines and the DHSV Staff Immunisation Procedure.</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>	

#### **Health & Safety**

- 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:

- 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.

Competencies		
<b>Behavioural Competencies</b>		<ul style="list-style-type: none"> <li>• Adaptability</li> <li>• Building Trust</li> <li>• Collaboration</li> <li>• Contributing to team success</li> <li>• Customer focussed</li> <li>• Decision making</li> <li>• Quality Orientation / initiating action</li> <li>• Managing Work</li> </ul>
Document Title	Version	Sign off date
Head of Unit Oral Surgery PD	Version 1	11 July 2025