

House Dental Officer (ORAL & MAXILLOFACIAL SURGERY)

Title: House Dental Officer	Reporting to: Head of Unit – Oral & Maxillofacial Surgery (OMS)	
Portfolio: RDHM Program: Oral Medicine & Surgery	Direct reports: NA	
Enterprise Agreement:	General Dentists' Victorian Public Sector Multi-Enterprise Agreement 2024 – 2028	
Classification:	DO2B	
Employment Type:	12-month Fixed Term Full-Time	
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

The House Dental Officer role sits in the RDHM portfolio and reports to Head of Unit – Oral & Maxillofacial Surgery (OMS) to support registrars and consultants in the delivery of high quality, comprehensive care to eligible patients in OMS outpatient clinics and theatres at 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

Clinical & Administrative Responsibilities:

To provide evidence based and patient centred care and support under the direction and guidance of the OMS registrars and consultants, including:

- Direct care of patients referred to the OMS unit, including surgical consultations, performing oral and maxillofacial surgical procedures, managing postoperative complications, and maintaining comprehensive contemporaneous clinical records for all patient interactions.
- Performing presurgical consultation prior to a general anaesthetic theatre list, confirming medical history, consent, and completing other necessary paperwork (e.g., travel certificates, medical certificates).
- Taking a key role in provision of surgical treatment under the supervision of a consultant surgeon.
- Facilitation of postoperative care of patients through recovery, including handover to nursing staff following each case.
- Offering assistance and surgical management of patients consulted via the primary care emergency clinic (Level 1) of RDHM, including participation in diagnosis, surgical treatment, and facilitation of tertiary referral, where indicated. Offering phone assistance to public dentists working in community dental agencies.
- Appropriate coding of patients and ensuring all patients are coded by the end of day.
- Internal referrals to other departments of RDHM using internal referral forms (available on Titanium).
- External referrals of patients to tertiary OMS units where treatment cannot be provided via RDHM.
- Screening and triaging of new referrals.
- Other administrative duties including mailing of postoperative letters, DNA letters, requests for further medical information, etc.
- Participation in continuing education sessions and departmental clinical meetings including clinical audit.
- Undertake other reasonable duties as requested ensuring effective and timely completion.

Professional Responsibilities

- Participate and contribute to continuing education sessions and departmental clinical meetings including clinical audits.
- Demonstrate knowledge/competency in performance of clinical skills relevant to level of expertise.
- Maintain currency in all relevant OHV mandatory training.
- Ensure clinical practice is within the prescribed OHV Scope of practice.
- Demonstrate and promote a proactive commitment to workplace safety and health.
- Understand and actively engage in workplace health and safety policies and procedures including the individual responsibilities under the
- Occupational Health and Safety Act 2004 (OHS Act).
- Understand and apply the OHV 'Code' system for managing incidents and in particular the management of a medical emergency.
- Ensure incidents are managed and reported in accordance with OHV policies and procedures.
- Promote a friendly, respectful, and supportive environment within the department and wider organisation.

Health, Safety and Wellbeing

RDHM aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients, and their carers. A RDHM employee is expected to –

- Demonstrate and promote a proactive commitment to workplace safety and health.
- Understand and actively engage in workplace health and safety policies and procedures including the individual responsibilities under the Occupational Health and Safety Act 2004 (OHS Act).
- Understand and apply infection prevention and control policies and practices during all patient interactions and related activities, ensuring patient and staff safety and compliance with The Australian guidelines for the prevention and control of infection in healthcare
- Maintain patient privacy and confidentiality in accordance with Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).
- Demonstrate and promote a proactive commitment to workplace safety and health.

Generic:

- 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 and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.

Value Based Health Care

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:

- 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

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.

Your Knowledge, Skills and Experience

Knowledge and Skills	<ul style="list-style-type: none"> • Proficient in MS Office • Verbal and written communication skills
Experience	Dental graduate, preferred interest in dentoalveolar surgery or as a pathway to pursue specialist training in Oral and Maxillofacial Surgery.
Qualifications, Certifications and Other Requirements	
Qualifications, Certifications	<u>Mandatory Qualifications:</u> Registration with the Dental Board of Australia (AHPRA) as a general dentist.

Other Requirements	<ul style="list-style-type: none"> 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. Demonstration of OHV values and behaviours in carrying out clinical and non-clinical responsibilities at RDHM. Completion of mandatory training activities including those related to the National Safety and Quality Health Service (NSQHS) Standards. Participation in and satisfactory feedback through the Performance. Management Program (PMP) review process. Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
Competencies	
Behavioural Competencies	Adaptability Building Trust Collaboration Contributing to team success Customer focussed Decision making Quality Orientation / initiating action Managing Work
Role Location	This role is based on site

Document Title	Version	Sign off date
House Dental Officer	1.0	July 2024