SPECIALIST DENTIST
PAEDIATRIC DENTISTRY

Title	Specialist Dentist	**Reporting to**	Head of Unit, Paediatric Dentistry
Portfolio	Royal Dental Hospital Melbourne (RDHM), Paediatric Dentistry Smile Squad	**Direct reports**	NA
Enterprise Agreement	Specialists Dentists and Specialists Dentists in Training Dental Health Services Victoria Enterprise Agreement 2024 - 2028		
Classification	SPO1/SPO2	**Employment Type**	Part time
Key Stakeholders Internal:	Clinical and operational leads RDHM Quality & Safety team Transformation team People & Culture, Safety & Wellbeing Universities, Community Dental Agencies	**External:**	Patients/Consumers Families / Carers Students and university staff Department of Family Fairness and Housing/Case Workers Community Dental Agencies

Position Purpose

As part of the Paediatric Dentistry team, this role is responsible for the provision of specialist dental care within the scope of publicly funded dental service, including patients with disabilities, complex medical histories and complex social circumstances, and undertakes advanced clinical procedures appropriate to the specialist (Paediatric Dentistry), requiring some support from more senior colleagues.

The specialist shall act as a consultant in relation to the specialty and liaise closely with other clinical services and service providers. The specialist will assist in providing clinical support to junior specialists, specialists in training, general dentists, therapists and dental auxiliaries in accordance with Oral Health Victoria (OHV) clinical standards and policies to ensure the implementation, maintenance and provision of high quality and efficient services for patients.

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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 OHV and accountable to the Victorian Minister for Health – Victorian Government.

Smile Squad is the Victorian Government's free school dental program. It provides free, high quality dental care and oral health education to all government primary and secondary school students across the state. Smile Squad also provides specialist care to eligible students through three regional specialist Hubs and RDHM.

Our Values

Respect | Accountable | Collaboration | Transform

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Role Accountabilities: What you are accountable for

Patient Experience

- Undertake advanced clinical procedures appropriate to the specialty, requiring some support from more senior colleagues.
- Provide direct, quality patient care in accordance with OHV clinical standards and policies.
- Manage patients within competency and experience levels as defined by the OHV Credentials & Clinical Privileges Policy and as assessed by regular record audit.
- Maintain and process patient records in accordance with OHV Clinical Record Standards and the Health Records Act 2002.
- Undertake clinical direction and support of specialists in training, dentists, dental auxiliaries, where appropriate.
- Adhere to OHV Clinical Incident & Complaint Reporting Policies, ensuring DHSV Infection Control and OHV Occupational Health & Safety Policies and Procedures are followed.
- Other duties as requested within scope of role.

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 DHSV values in all aspects of work.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety.
- Adhere to the OHV Child Safety 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

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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.

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Your Knowledge, Skills and Experience

Knowledge and Skills

Mandatory

- Specialist qualification recognised with AHPRA.
- Knowledge in the management of dental public health programs.
- Radiography Licence.

Desirable

- General dental registration recognised with AHPRA.
- Knowledge of OHV and public oral health.

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Experience

Mandatory

- Experience in treating clients with special needs and disabilities.
- Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders' levels.

Desirable

- Experience in a public health sector environment.
- Experience in managing children with complex social and consent issues.
- Experience in using a patient management system e.g., Titanium.

Qualifications, Certifications and Other Requirements

Qualifications, Certifications	Specialist qualification recognised with AHPRA. Radiography Licence.
Other Requirements	Satisfactory Working with Children's Check (Vic) and Police Check. Vaccination requirements as required by the Department of Health guidelines, including COVID 19– Category B per Staff Immunisation Procedure.

Competencies

Behavioural Competencies	Gaining Commitment Customer Focus Building Trust Decision Making Planning and Organising Collaboration Aligning Performance for Success Continuous Improvement Coaching Quality Orientation

Role Location

RDHM and Smile Squad La Trobe Hub

Document Title	Version	Sign off date
Specialist Dentist	1.0	May 2025

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