



Position Description

Dentist

Vision, Values and Priorities

Bellarine Community Health's **Vision** is for a thriving, healthy Bellarine Peninsula where every person has equitable access to holistic, client-centred care. Our purpose is to deliver high-quality, accessible health services that empower our community to live well.

Our work is guided by the **Values** of **Equity, Inclusion, Respect** and **Community Connection**. These values shape how we care for clients and families, how we work with each other, and how we partner with others to improve health and wellbeing across the Bellarine.

BCH's **Strategic Priorities** are:

- **Access and Care** - making it easier for people to get timely, appropriate coordinated care.
- **Our People and Culture** - creating a welcoming, inclusive and supportive workplace.
- **How We Work** - simplifying processes, reducing duplication and using data and evidence to improve services.
- **Community and Partnerships** - strengthening BCH's visibility, partnerships and connection with the Bellarine community.
- **Sustainability and Growth** - ensuring BCH remains strong, sustainable and here for the future.

BCH is the largest healthcare provider on the Bellarine Peninsula with sites in six locations:

- Drysdale (2 sites)
- Ocean Grove (2 sites)
- Portarlington
- Point Lonsdale

Position Information

Position Objective:	The Dentist is a key member of the dental health team providing cost effective, sustainable, and responsive oral health services ensuring patients of the service receive consumer directed, inclusive and high quality oral health care.
Reports to:	Oral Health Services Manager
Direct reports:	Nil
Program:	Child, Youth and Families
Location:	Point Lonsdale; may work across Bellarine Community Health sites
Enterprise Agreement:	Victorian Stand-Alone Community Health (General Dentists') Enterprise Agreement 2018-2022
Employment Status:	Ongoing (Full Time/Part Time, as negotiated) Probation Period: 6 months
Remuneration and benefits:	• Access to excellent salary packaging provisions • Employer Superannuation at the statutory rate • Meaningful work supporting the Bellarine community

- Collaborative multidisciplinary team environment
- Professional development and supervision opportunities
- Flexible work arrangements where operationally appropriate
- Commitment to employee wellbeing and inclusion

Mandatory Requirements:

Bellarine Community Health expects all applicants to present evidence of the following:

- 100-point ID verification
- Current Working with Children's Check
- Current NDIS Worker Screening Check (if in a 'risk assessed' role)
- Current Police Check
- Current Victorian Driver's Licence

Immunisation Status:

COVID-19 and current Influenza Vaccination is recommended.

Organisational Requirements

Diversity	The values and practices of BCH actively support and promote the safe expression of individual diversity; promoting actions that recognise, respect and nurture the unique identity of a person and effectively meet their needs, expectations and rights. We are there for everyone - no matter where you come from, what you look like or how you identify.
Code of Conduct	The Code of Conduct is how we work at BCH – ethically, professionally and responsibly. Adherence to the Code is an expectation. The BCH Code of Conduct must be read in conjunction with the Child Safe practices, NDIS Code of Conduct and Aged Care Code of Conduct which each prioritise: • commitment to safety and wellbeing of our clients, • protection from abuse or harm, • strengthening capacity and maximizing independence, and • the right to be heard and participate in decisions that affect them.
Consumer Engagement	Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities.
Person/Family Centred Practice	Identify, strengthen capacity, and address any barriers that prevent a consumer maximising their independence and choice in decision making about the way their services are delivered.
Occupational Health and Safety (OH&S)	Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and comply with legislative requirements. The safety, health and wellbeing of employees is a priority for BCH and we recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. In line with this commitment, all employees are expected to commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Reporting through the incident management system any hazards, near misses or incidents as they are identified/occur.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.
- Partaking in the promotion of the health and wellbeing of colleagues.
- Contributing to an inclusive and health promoting environment.

Health Promotion

Support and contribute to the activities and projects outlined within the BCH Integrated Health Promotion Plan, as required. Implement a health promoting practice approach to service delivery that addresses the social determinants of health.

Strategy and Planning

All employees contribute to BCH's strategic direction through their role, conduct and commitment to safe, high-quality, client-centred care. Each position is expected to support continuous improvement, work collaboratively, use resources responsibly and help BCH remain responsive, trusted and sustainable for the community.

Quality, Safety and Risk Management

To ensure continued safety and quality of care, all employees commit to:

- Contributing to organisational quality, safety and risk management initiatives.
- Participating in data collection, audit procedures and the development and review of policies and procedures as appropriate.
- Understanding individual responsibility for safety, quality and risk and adhering to the relevant policies, procedures and guidelines.
- Complying with requirements of the respective accreditation agencies and relevant standards, regulations and legislative requirements.
- Identifying, reporting and managing risks and ensuring actions are taken to prevent and minimise harm to consumers and our workforce.

Equal Opportunity

BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged.

We encourage you to bring your 'whole self to work'. BCH is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at BCH means you are on board with our journey, you will show respect, understanding and kindness to everybody, every time.

Continuous Self-improvement

Make personal and professional growth a priority:

- All employees must be aware of and complete designated mandatory training within the required time frame.
- Participation in Performance and Development Review annually is expected, where learning objectives for the coming year should be identified and pursued.

Scope of Practice Clinical practitioners are required to be suitably experienced, trained and qualified to practice in a competent and ethical manner in accordance with service needs and BCH organisational capability.

- The core scope of practice refers to aspects of clinical or professional practice that can be reasonably expected to be undertaken by all practitioners holding that qualification.
- Individual practitioner's clinical practice will be undertaken with reference to the professional registration boards' scope of practice for respective disciplines and guided by practice standards frameworks and professional associations.
- Maintenance of clinical competence, adherence to contemporary evidence practice and participation in clinical and operational supervision is mandatory.

Position Specific Responsibilities

Clinical Responsibilities

- Deliver oral health services for the Bellarine community and beyond.
- Manage patients within competency and experience levels as applicable to scope of practice.
- Perform general dental work including, examination, investigation, treatment planning and treatment of patients as appropriate to public models of care.
- Support patients with Autism or mild intellectual disabilities accessing the Inclusive Dental Service.
- Provide direct, quality patient care in accordance with BCH and dental policies and procedures.
- Document patient centred comprehensive care planning.
- Complete all patient clinical notes in a timely manner in accordance with Oral Health Victoria (OHV) Dental record keeping audit.
- Complete all patient quotations and billing in a timely manner to support streamlined service delivery.
- Where appropriate, provide professional support and direction for Dental Assistants.
- Review and follow-up, as applicable, organisational and dental communication.
- Awareness of the National Safety and Quality Healthcare (NSQHS) and National Safety and Quality Primary and Community Health Care Standards (PCHC) as applicable to the oral health service.
- Support promotion and marketing of the community and private dental service.
- Perform duties in accordance with relevant OH&S policies and procedures, identifying and recording hazards, risks and incidents as necessary.

General Responsibilities

- Demonstrate a commitment to the organisations guiding principles.
- Provide a flexible, culturally sensitive, respectful and supportive oral health service.
- Support clients to share their experience via BCH feedback options.
- Communicate clearly and effectively with all team members.
- Participate in individual performance reviews.
- Participate in documented supervision catch-ups and clinical audits.

- Actively participate in any review of dental program, services, policies and procedures to continuous quality improvement.
- Participate in annual reviews including reviews of credentials and scope of clinical practice.
- Regularly update skills and knowledge to provide the best oral health service possible.
- Review and follow-up, as applicable, organisational and dental communication
- Active involvement in professional development to build theoretical knowledge and practice capability.
- Participate in relevant team training and development activities as an effective, collaborative team member.
- Active involvement in the application of quality and risk management frameworks.
- Comply with the standards of a child safe organisation in both practice and culture.
- Other duties consistent with the position where required and/or requested by management from time to time.

Key Performance Indicators

- Performs role in line with organisation guiding principles and BCH code of conduct.
- Consistently implements BCH and dental policies and procedures.
- Provides professional and appropriate high-quality oral health care for dental patients.
- Meets agreed dental clinical Dental Weighted Activity Unit (DWAU) outputs.
- Clinical notes are accurate, timely and comply with DHSV record keeping audit requirements.
- Receive positive community and key stakeholder feedback.
- Supports effective and collaborative teamwork and attends team meetings (as applicable).
- Prepares for and attends scheduled supervision catch-ups.
- Completion of annual competencies as directed.
- Complies with position organisational requirements.
- Professional development and continuing education undertaken in line with registration requirements.
- Achievement of funded service targets and activity requirements.
- Completion of mandatory training requirements.
- Regular attendance at clinical supervision and team meetings.
- Clinical documentation complete within organisational timeframes.
- Maintain agreed service activity levels and responds appropriately to changing service demand.

Key Selection Criteria and Skills/Attributes

Essential

Clinical Capability

- Commitment to patient-centred care.
- Demonstrated clinical competence - able to provide a comprehensive range of general and major dental treatments.
- Demonstrated ability to treat a variety of patients including children, those with complex medical histories, special needs etc.

Professional Experience

- Experience working as a General Dentist in Australia.
- Sound working knowledge and competency of information technology including Titanium or Exact.

Qualifications and Registrations

- Bachelor of Dental Science or Bachelor of Dental Surgery or equivalent.
- Valid AHPRA registration as a General Dental Practitioner or Specialist.
- Current Radiation licence.

Personal Attributes

- Excellent communication skills, both written and verbal.
- High levels of professional, confidentiality and discretion.
- Positive and collaborative team player.
- Strong interpersonal skills with an ability to build positive relationships and work in a team environment.
- Commitment to quality improvement.
- Competent in the use of information technology e.g., Microsoft Office and Client Management Systems.

Desirable

- First Aid training

Acceptance Details

Name of staff member:

Signature of staff member:

Date:

Executive Manager signature:

Date:

For more information about Bellarine Community Health visit our website: www.bch.org.au

Bellarine Community Health acknowledges the Wadawurrung People as the Traditional Custodians of the land, waters and skies of the Bellarine Peninsula. We acknowledge and respect Wadawurrung Elders and leaders, past, present and emerging and pay gratitude for their unique ability to care for Country and deep spiritual connection to it. We are proud to be an inclusive workplace and welcome people from all cultures and backgrounds to our service.

Bellarine Community Health is there for everyone – no matter where you come from, what you look like or how you identify. We are committed to play our part in building a more inclusive and equitable world - starting with our own organisation.

