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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

DUTY STATEMENT

POSITION TITLE:	Dental Officer
REMUNERATION/CONDITIONS:	In accordance with Medical Practitioners Award or as negotiated based on qualifications and experience
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Dental Manager
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	The Dental Officer provides high-quality diagnostic, preventative, and restorative dental services. Contributing to the overall health and wellbeing of the Aboriginal and Torres Strait Islander community. The role involves independent clinical practice and collaboration with the broader dental and medical teams.
MINIMUM SKILLS REQUIRED:	Bachelor of Dental Surgery or equivalent qualification recognised in Australia. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)

POSITION SUMMARY

The Dental Officer is responsible for delivering culturally safe, comprehensive oral health services, including general dental procedures, community engagement, and health promotion. The position requires adherence to clinical governance, infection control, and accreditation standards while building trusted relationships within the community.

RESPONSIBILITIES

Clinical Service Delivery

- Provide a full range of dental procedures including examinations, fillings, extractions, and preventive care
- Perform diagnostic imaging and interpret radiographs
- Provide urgent and emergency dental care as required
- Document all patient interactions in the dental software system in accordance with clinical standards

Cultural Safety and Community Engagement

- Deliver services in a manner that respects Aboriginal culture, values, and community priorities
- Build relationships with patients and families to increase trust and continuity of care
- Support oral health education and outreach programs in schools or community events

Infection Control and Risk Management

- Adhere to and promote best practice infection control protocols
- Participate in clinical audits, quality assurance activities, and continuous improvement

Team Collaboration and Development

- Work collaboratively with dental assistants, oral health therapists, GPs, and health workers
- Provide clinical support and mentoring to junior staff and students when appropriate
- Contribute to multidisciplinary care plans and team-based models of care

MEETINGS

- Attend regular dental clinical meetings and multidisciplinary team case discussions
- Participate in continuing professional development (CPD) activities in line with AHPRA requirements
- Contribute to internal quality and risk management committees where relevant
- Attend community forums and ACCHO meetings as needed

KEY PERFORMANCE INDICATORS

KPI Area

Clinical Activity

Key Performance Indicator (KPI)

Achieve ≥85% of scheduled appointments completed per month

Patient Outcomes	≥90% of patients report improved oral health and satisfaction with care
Compliance	100% compliance with infection control and documentation requirements
Cultural Safety	≥95% of patient feedback indicates culturally respectful and appropriate care
Team Participation	Active attendance at ≥90% of clinical and governance meetings
Outreach Support	Participate in ≥3 community or school-based dental health activities per year

PROFESSIONAL DEVELOPMENT

- Participate in ongoing professional development relevant to the role and as approved by the Dental Manager

ESSENTIAL SKILLS AND EXPERIENCE

- Minimum 2 years' clinical experience (community-based or general practice preferred)
- Demonstrated understanding of Aboriginal community health needs and ability to provide culturally safe care
- Knowledge of contemporary clinical standards and infection control protocols (ADA, NSQHS, RACGP)
- Experience using electronic dental software systems (e.g. Dental4Windows, Titanium, Communicare)
- Excellent interpersonal and communication skills
- Commitment to continuous improvement and evidence-based practice

MANDATORY REQUIRMENTS

- Bachelor of Dental Surgery or equivalent qualification recognised in Australia
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- National Police Check
- Working with Children Check
- Current Driver's Licence

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____