

Disclaimer

Please be advised that this resource has been prepared by the Aboriginal Health and Medical Research Council of NSW (AH&MRC) to broadly meet the needs of AH&MRC's Member Organisations. This resource is a general guide and will need to be amended to suit your particular organisation.

AH&MRC cannot guarantee that this resource will meet all the requirements of your individual organisation and may not be relevant to particular patients or their circumstances. AH&MRC strongly recommends that you undertake your own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing.

INTELLECTUAL PROPERTY AND COPYRIGHT

Unless otherwise expressly stated, the copyright of this resource is owned by AH&MRC. This resource may only be used by AH&MRC's Member organisations and cannot be used for any other purpose or by any other organisation or group.

This resource must not be published or replicated without AH&MRC's written permission. All other rights are reserved.

LIMITATION OF LIABILITY

AH&MRC takes reasonable steps to maintain the accuracy of information available in this resource, however, some or all of the information is current at the date of the first publication, and may, from time to time, be amended, or become superseded or otherwise inaccurate. AH&MRC is not responsible for ensuring that the information contained within this resource is accurate, current, suitable or complete, and offers no guarantee that this resource will meet your organisation's or particular patients needs.

Accordingly, where conditions and warranties implied by law cannot be excluded, the AH&MRC limits its liability where it is entitled to do so. Otherwise, AH&MRC, its employees and agents are not liable for any loss or damage (including consequential loss or damage) to any users of this resource, however caused, which may arise directly or indirectly from this resource.

GOVERNANCE AND IMPLEMENTATION

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

Interview Guide – Dental Officer

Position: Dental Officer

Organisation: [Insert ACCHS Name]

Panel Chair: [Name]

Panel Members: [Names]

Date: [Insert date]

Applicant: [Name]

1. Introduction (for the Interview Panel to read aloud)

Thank you for coming in today. Before we start, we would like to acknowledge the Traditional Custodians of the land on which we meet and pay our respects to Elders past and present.

This interview is for the position of Dental Officer with [ACCHS Name]. Today's conversation will help us understand your approach to culturally safe dental care, clinical decision-making, patient communication, teamwork, community engagement, and adherence to clinical governance and accreditation standards.

We'll ask questions about oral health treatment planning, clinical skills, cultural safety, infection control, documentation, leadership, teamwork, and reflective practice. Please take your time when responding, we may take notes during your answers.

Do you have any questions before we start?

2. Interview Panel Instructions

- Ensure at least one Aboriginal panel member is present.
- Use yarnning-style, conversational questioning where appropriate.
- Avoid interrupting or rushing responses — allow silence and reflection.
- Focus on strength-based assessment (what they bring, not just what's missing).
- Note examples and assess responses using the rating scale.

3. Rating Scale (Example)

Score	Description
5 – Excellent	Exceeds expectations, provides strong, relevant examples.
4 – Very Good	Meets expectations, gives clear and thoughtful responses.
3 – Satisfactory	Adequate response, limited examples but some understanding.
2 – Limited	Superficial or incomplete understanding.
1 – Unsatisfactory	No relevant experience or understanding shown.

4. Core Interview Questions

1. Can you tell us about yourself and what motivated you to become a Dental Officer?

- *Prompt:* What personal or professional values guide your practice?
- Indicators: Patient-centred care, cultural humility, commitment to community, reflective practice.

| 1 | 2 | 3 | 4 | 5 |

2. What does culturally safe dental care mean to you?

- *Prompt:* How do you adapt your communication or approach when working with Aboriginal clients or communities?
- Indicators: Cultural safety, community respect, clear communication, reducing fear and barriers to care.

| 1 | 2 | 3 | 4 | 5 |

3. Please describe your experience in providing comprehensive dental care.

- *Prompt:* What procedures do you perform confidently and independently?
- *Indicators:* Diagnostic skills, restorative care, extractions, emergency care, treatment planning.

| 1 | 2 | 3 | 4 | 5 |

4. When developing treatment plans, how do you balance clinical needs, patient readiness, and cultural considerations.

- *Prompt:* How do you ensure your plan is understood by the patient?
- *Indicators:* Shared decision-making, communication, patient education, holistic care.

| 1 | 2 | 3 | 4 | 5 |

5. Clinical governance is important in this role. Can you describe your approach to risk management, infection control, and compliance with accreditation standards?

- *Prompt:* What steps do you take to ensure safety and quality?
- *Indicators:* AS/NZS standards, Sterilisation understanding, safety systems, audits, continuous improvement.

| 1 | 2 | 3 | 4 | 5 |

6. Can you share an example of a complex or emergency dental case you have managed?

- *Prompt:* What contributed to a safe and effective outcome?
- *Indicators:* Clinical judgement, calm under pressure, trauma management, patient safety.

| 1 | 2 | 3 | 4 | 5 |

7. Tell us about a time you worked collaboratively with Dental Assistants, Oral Health Therapists, or other clinicians.

- *Prompt:* What helped ensure coordinated and holistic care?
- *Indicators:* Communication, teamwork, leadership, respect for multidisciplinary roles.

| 1 | 2 | 3 | 4 | 5 |

8. How do you approach dental documentation, including clinical notes, radiograph interpretation, and treatment records?

- *Prompt:* Why is high-quality documentation important in dental settings?
- *Indicators:* Accuracy, compliance, continuity of care, medico-legal awareness.

| 1 | 2 | 3 | 4 | 5 |

9. Dental Officers often support community and school-based oral health programs. What experience do you have engaging community in oral health promotion?

- *Prompt:* How do you present oral health information in a culturally relevant way?
- *Indicators:* Community engagement, health education, prevention approach, cultural competence.

| 1 | 2 | 3 | 4 | 5 |

10. How do you maintain your professional wellbeing given the demands of clinical dentistry?

- *Prompt:* What does reflective practice look like for you?
- *Indicators:* Self-care, supervision, lifelong learning, stress management.

| 1 | 2 | 3 | 4 | 5 |

11. Why do you want to work with us?

12. What aspects of being a Dental Officer bring you the most satisfaction?

13. Where do you see yourself professionally in the next few years?

5. Optional Scenario Questions

Scenario 1 – Pain-Related Emergency

A patient presents with severe pain and hasn't attended dental care in years due to previous negative experiences.

How would you manage the clinical issue while ensuring the patient feels safe and respected?

Scenario 2 – Treatment Plan Declined

A patient declines the treatment plan you recommend, even though it is clinically necessary.

How do you approach this conversation and negotiate alternative options?

Scenario 3 – Infection Control Non-Compliance

You observe a breach in infection control standards within the clinic.

How do you address this while maintaining team cohesion and clinical governance expectations?

Do you have any questions for us?

HR POST-INTERVIEW CHECKS

Item	Notes
References (x2)	
Working with Children Check	
National Police Check	
Start Date Availability	
Confirmation of Role (Fulltime, part time etc)	
Disclose of any health conditions that may affect duties	

4. Scoring

/ 50

Comments and Interview Reflection

5. Panel Summary and Recommendation

Strengths	Development Areas	Recommendation
		[Appoint / Consider / Not Suitable]