



**POSITION DESCRIPTION**

<b>Position No:</b>	F3552	<b>Directorate</b>	Allied Health	<b>Review Date</b>
<b>Position Title</b>	Dental Prosthetist			2011
<b>Award/Agreement</b>	Health Professionals – Victorian Public Sector			
<b>Award Classification</b>	DZ (level dependent upon experience)			
<b>Hours Per Fortnight</b>	38	<b>ADO included</b>	No	
<b>Reports To</b>	Lead Dental Technician			

**ORGANISATIONAL INFORMATION:**

Djerriwarrh Health Services incorporates the Bacchus Marsh, Melton and Caroline Springs campuses, serving an estimated population in excess of 75,000 and provides acute hospital, aged care, outpatients and primary care services to the community.

Dental services are provided from the Melton Health campus, and include a twelve chair dental facility complete with a dental laboratory and central sterilising supply department (CSSD). The dental clinic operates in partnership with La Trobe University to provide a teaching facility for dental students.

**Mission Statement:** ‘Helping people of our community to better health and well-being’

**Values:** Djerriwarrh Health Services is committed to the following values, which underpin the basis of our principle key objectives;

- Integrity and professionalism
- Team work
- Efficient and cost effective services
- Maximised patient/client satisfaction
- A commitment to quality outcomes
- Respect for all staff
- Management by fact
- Performance accountability

**PURPOSE OF THE POSITION:**

- To provide prosthetic treatment (construction or repair) to eligible patients within the Dental Prosthetist's scope of practice.
- To maintain a throughput of appliance construction within the laboratory in accordance with Key Performance Indicators.
- To provide training and supervision to dental students and apprentices on technical matters, laboratory procedures and removable prosthetic appliance therapy.
- To be part of a progressive dental team that facilitates contemporary work practices.



## **REPORTING RELATIONSHIPS:**

<b>Direct Report Line Manager</b>	<b>Position No:</b>
Lead Dental Technician	F3555
Manager Dental Services	F3491

## **PRE-REQUISITES FOR THE POSITION:**

### **Mandatory:**

- Recognised qualifications as a Dental Prosthetist within Victoria (Advanced Diploma in Dental Prosthetics or equivalent qualification).
- Registration as a Dental Prosthetist with the Dental Practice Board of Victoria.
- A satisfactory police check.
- High level of clinical competence and demonstrated ability to provide clinical service provision in all stages of the design, construction and adjustment of prosthetics.
- Excellent interpersonal skills and personal presentation.
- Ability to function as a core member of the dental team.

### **Highly Desirable:**

- Current Victorian Drivers Licence.
- Knowledge and experience using Titanium software (patient management system).
- Previous experience working in a student clinic.

## **DUTIES REQUIRED OF THE POSITION:**

### **Main responsibilities:**

- Establish patient's needs by competent oral examination of their condition.
- Plan required treatment, take impressions and document clinical records in accordance with Djerriwarrh Health Services clinical standards and policies.
- Construct, modify and repair dentures and other dental appliances, which may include crowns, bridges, partial dentures, mouthguards, pre and post oral and maxillofacial surgical devices and orthodontic appliances.
- Design, fabricate, modify, maintain, fit and align or re-align dental prosthesis as necessary to provide maximum comfort to the patient's mouth.
- Undertake minor laboratory adjustments during prosthesis construction phases, minimising patient visits during overall construction.
- Educate patients on how best to care for their dentures or other prosthesis, and when an adjustment or replacement will be required.
- Knowledge and experience in providing prothetic treatment to medically compromised or additional needs patients.
- Participate in the provision of services to Grant Lodge residents, and where appropriate travel to other Djerriwarrh Health Services' campuses to provide care to residents with restricted mobility.
- Provide a professional approach to patients, maintaining quality customer care at all times.
- Maintain patient information and dental records within the Titanium patient management system, or other software programs as instructed by Djerriwarrh Health Services.
- Consult with or refer to other health care professionals (internal and external) as required and liaise in the formulation of prescriptions for prosthesis, sharing knowledge and experience.

- Ability to function as a core member of the dental team building and maintaining strong relationships with colleagues.
- Provide training, mentoring and supervision of dental students and apprentices on technical matters, laboratory procedures and removable prosthetic appliance therapy as requested.
- Demonstrated ability for problem solving, issue resolution and negotiation skills.
- Be able to manage and adapt to changes in a uniquely integrated dental service.
- Demonstrate commitment to undertake continuing professional development training as required or instructed.
- Undertake other duties as delegated by the Lead Dental Technician.

## **GENERAL RESPONSIBILITIES FOR ALL POSITIONS**

### **1. Occupational Health and Safety**

Each employee has the right to a safe working environment and should advise their Manager of any risk or condition likely to result in accident or injury. Each employee has the responsibility to ensure their own health and safety and to co-operate with DjHS procedures as well as participating in appropriate safety education and evaluation activities.

### **2. Infection Control**

Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. All staff adhering to the procedures as set out in the organisation's Infection Control Manual can most effectively achieve this minimisation.

### **3. Quality Improvement**

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the relevant accreditation framework.

### **4. Workplace Harassment and Bullying**

Djerriwarrh Health Services adopts and applies the Victorian State Government Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee is obliged to apply DjHS procedures and participate in appropriate education and training.

### **5. DjHS Standing Orders and Procedures**

DjHS Standing Orders and Procedures are fully set out in the Procedure Manuals located throughout the organisation. It is the responsibility of each employee to familiarise themselves with these Manuals.

### **6. Confidentiality Policy**

Each employee has a responsibility to comply with the organisation's confidentiality procedure as it is a condition of employment. Any breach of the Confidentiality Procedure will result in disciplinary action and/or dismissal under the conditions of the Health Services Act (Vic).

## **KEY PERFORMANCE INDICATORS FOR THIS POSITION:**

1. To meet the minimum requirements of the position as stated in this PD or as expressly agreed with your Manager.
2. To meet objectives as agreed in your Performance Review Plan.

**PERFORMANCE REVIEW**

The Manager of Dental Services, in conjunction with the Lead Dental Technician, will undertake regular performance reviews based on Key Performance Indicators stated in the Performance Management Plan.

**KEY SELECTION CRITERIA**

**KSC1** Obtained mandatory qualifications for the position

**KSC2** Demonstrated advanced clinical skills

**KSC3** Demonstrated excellent interpersonal skills

**KSC4** Experience supervising students

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2010

\_\_\_\_\_  
(Employee) Date \_\_\_\_\_

\_\_\_\_\_  
(Manager Dental Services) Date \_\_\_\_\_

\_\_\_\_\_  
(Director of Allied Health) Date \_\_\_\_\_