



POSITION DESCRIPTION

Position No:	F3555	Directorate	Allied Health	Review Date
Position Title	Lead Dental Technician			2011
Award/Agreement	Health Professionals – Victorian Public Sector			
Award Classification	DZ (level dependent upon experience)			
Hours Per Fortnight	80	ADO included	Yes	
Reports To	Manager Dental Services			

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:

- Provide leadership to a team of staff working within the laboratory.
- Facilitate training and supervision to dental students, apprentices and the laboratory team on technical matters, laboratory procedures and removable prosthetic appliance therapy.
- Facilitate the smooth operation of laboratory services and maintain the throughput of appliance construction in accordance with Key Performance Indicators and within the scope of practice of individual staff.
- Be part of a progressive dental team that facilitates contemporary work practices.

REPORTING RELATIONSHIPS:

Direct Report Line Manager	Position No:
Manager Dental Services	F3491
Director Allied Health	F3021

PRE-REQUISITES FOR THE POSITION:

Mandatory:

- Recognised qualifications as a Dental Technician within Victoria (Diploma of Dental Technician or equivalent).
- A satisfactory police check.
- Ability to provide leadership to a small team of staff
- 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.

Highly Desirable:

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

DUTIES REQUIRED OF THE POSITION:

Main responsibilities:

- 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.
- Arrange work practices within the laboratory to undertake minor laboratory adjustments during prosthesis construction phases, minimising patient visits during overall construction.
- Develop processes to ensure quality control standards of prosthetic appliances made in the laboratory.
- In conjunction with the Manager Dental Services, plan and facilitate the provision of services to Grant Lodge residents.
- Provide a professional approach to patients, maintaining quality customer care at all times, acting as a role model to students and junior staff.
- 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.
- Function as a senior member of the dental team building and maintaining strong relationships with colleagues.
- Responsible for the provision of training, mentoring and supervision of dental students, apprentices and staff reporting to this role on technical matters, laboratory procedures and removable prosthetic appliance therapy.

- Demonstrated ability for problem solving, issue resolution and negotiation skills within expected timeframes and objectively considering all relevant factors in accordance with delegated authority and organisational policies, procedures and principles.
- Be able to adapt, manage and implement changes in a uniquely integrated dental service.
- Demonstrate commitment to undertake continuing professional development training as required or instructed.
- In conjunction with the Manager Dental Services, monitor PROS waiting list and apply strategies to meet targets.
- Participate in meetings and organisation activities.
- Participate in laboratory staff selection, orientation and induction as requested by the Manager Dental Services.
- Maintain levels of stock control and stores ordering in the laboratory, within budgetary allowances.
- Advise Manager Dental Services on technical issues, equipment repairs and maintenance required within the laboratory, and maintain service schedules for equipment calibration.
- Assist in the development and application of procedures within the laboratory as required.
- Undertake other duties as delegated by the Manager Dental Services.

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 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 leaderships skills and experience supervising a small team of staff
- KSC3** Demonstrated advanced clinical skills
- KSC4** Demonstrated advanced interpersonal skills
- KSC5** Experience teaching and supervising students and apprentices

Dated this _____ day of _____ 2010

(Employee) Date _____

(Manager Dental Services) Date _____

(Director of Allied Health) Date _____