

## Role description

<b>Job ad reference:</b>	H2102WB364079
<b>Role title:</b>	Dentists
<b>Status:</b>	One Permanent Full Time (76 hours p.f.) and One Permanent Part Time (35 hours p.f.) and One Temporary Full Time (76 hours p.f.) From date of appointment up to 23 <sup>rd</sup> January 2022 with the possibility of an extension (Please note: future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process)
<b>Unit/Branch:</b>	Oral Health Services
<b>Health Service:</b>	Wide Bay Hospital and Health Service
<b>Location:</b>	Bundaberg and Maryborough Hospitals (Other positions at Hervey Bay may be filled through this recruitment process)
<b>Classification level:</b>	DO1.1 - DO1.6
<b>Salary level:</b>	\$106,103 - \$127,728 p.a. (full time) \$53.51 - \$64.42 p.h. (part time)
<b>Closing date:</b>	Wednesday, 24 <sup>th</sup> March 2021 (applications will remain current for 12 months)
<b>Contact:</b>	Andrew MacDonald (Bundaberg) (07) 4303 8085 Gytis Simkus (Maryborough) (07) 4122 8236
<b>Online applications:</b>	<a href="http://www.smartjobs.qld.gov.au">www.smartjobs.qld.gov.au</a>
<b>Application Enquiries:</b>	If you have any queries in relation to applying online, please contact Recruitment Services on (07) 4150 2250.

### About Wide Bay Hospital and Health Service

Wide Bay Hospital and Health Service is responsible for the delivery of public hospital and health services including medical, surgical, emergency, obstetrics, paediatrics, specialist outpatient clinics, mental health, critical care and clinical support services to people residing in a geographical area which incorporates the North Burnett, Bundaberg and Fraser Coast local government areas and part of Gladstone local government area (Miriam Vale).

#### Our Vision

Care Comes First... Through Patients' Eyes

#### Our Purpose

We support people to improve their lives by delivering patient-centred, high-quality health care for Wide Bay.

#### Our Values



Each value is supported by five core behaviours, which are the day-to-day demonstrations of our values in action. These are what we expect our entire workforce to aspire to in pursuit of the best possible care for our community.

If you want more information about our values and behaviours, or **Care Comes First... Through Patients' Eyes**, visit our website:

[www.health.qld.gov.au/widebay](http://www.health.qld.gov.au/widebay)

To find out more about Queensland Health, visit [www.health.qld.gov.au](http://www.health.qld.gov.au)

May 2019



## Purpose

- Provide general practitioner oral health services to both adult and paediatric patients in fixed and mobile facilities located in hospital, community and school environments by providing high quality oral health care.
- To lead and coordinate oral health services provided by a particular oral health team.

## Your key responsibilities

- Fulfil the responsibilities of this role in accordance with the Wide Bay Hospital and Health Service pledges outlined above.
- To comply with the obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights as required by the Human Rights Act 2019.
- Participate in the health service ACHS Accreditation (EQuIP), and quality improvement activities by participating in Personal Performance, Planning and Review process. Provide support to the Senior Dental staff, and other senior staff by supporting strategies that contribute to the efficiency of the facility.
- Provide leadership and direction for a dental team by providing supervision and encouragement of personnel.
- Continue updating skills and knowledge by attending seminars, lectures and by using other appropriate educational tools and encouraging professional development of members of the oral health team.
- Interact with members of the Oral Health Team, Queensland Health providers, and other private and government agencies through regular communication and collaboration.
- Provide services by using a team model and approach.
- Maintain an efficient oral health team by coordinating and supervising the application of human and physical resources.
- Support contemporary human resource management practice and principles including workplace health and safety, equal employment opportunity and anti-discrimination requirements by utilising and ensuring compliance.

## Key Responsibilities - Occupational Health and Safety

- All staff of Wide Bay Hospital and Health Service are responsible for making the health system safer and more effective by:
  - Having an understanding of their broad responsibilities as a team member and an individual for maintaining safety and quality in health care.
  - Ensuring that safety and Quality Procedures are followed.
  - Provide supervision and education to members of the workforce.
  - Participate in the review of procedures individually or as part of a team.
  - Participate in the development and implementation of organisational processes that improve health care services, development and implementation of safety systems, engagement in improvement initiatives and related training.
  - Take reasonable care of your own health and safety and ensure that your acts/omissions do not adversely affect the health and safety of others.
  - Complete all necessary Occupational Health and Safety (OHS) training and comply with OHS Policy and procedures.
  - Report OHS incidents and assist with risk assessments.
  - Ensure the health and safety of WBHHS workers while at work
  - Provide OHS information, training and supervision
  - Support Incident investigation, undertake risk assessments and ensure risk control measures are implemented

## Qualifications/Professional registration/Other requirements

- Mandatory possession of Bachelor of Dental Science or the equivalent and eligibility for registration as a Dentist with the Australian Health Practitioner Regulatory Agency (AHPRA) with a current annual practicing certificate is essential.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.



- **One Permanent Full Time (76 hours p.f.) position at Maryborough Hospital**
- **One Permanent Part Time (35 hours p.f.) position at Bundaberg Hospital**
- **One Temporary Full Time (76 hours p.f.) position at Bundaberg Hospital - from date of appointment up to 23<sup>rd</sup> January 2022 with the possibility of an extension**
- This position requires the incumbent to work at other facilities including the Wide Bay Rural facilities throughout the Wide Bay Hospital and Health Service.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Hepatitis B Vaccination:** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- **Vaccination of Preventable Diseases:** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox) and pertussis (whooping cough). Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department)
- **Tuberculosis (TB):** It is a condition of employment for this role for the employee to be assessed for their risk of TB. Existing staff that are engaged prior to 14 December 2018 are not subject to this condition of employment unless they apply for a role that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department). Should existing staff be concerned about their TB status, they should consult their GP or contact the Metro South Clinical Tuberculosis Services on (07) 3176 4141 or (07) 3176 4166 for advice.
- Successful applicants that are required to work at a Multipurpose Health Service require the following:
- **Aged Care:** Potential applicants are advised that the *Aged Care Act 1997* requires Queensland Health employees and volunteers of aged care services to have a current National Police Certificate. Queensland Health will facilitate the applicants obtaining the above check.
- **Queensland Disability Worker Screening:** Potential applicants are advised that from the 1<sup>st</sup> February 2021, the National Disability Insurance Scheme Quality and Safeguards Commission (NDIS Commission) requires Queensland Health to seek a Queensland Disability Worker Screening check prior to appointment to this position. Your appointment to the position is subject to the NDIS Commission issuing you with a favourable suitability notice. Please visit the website for further information: <https://workerscreening.communities.qld.gov.au/>

### Pre-Existing Injury or medical condition

Wide Bay Hospital and Health Service (WBHHS) takes seriously its legislative obligations to manage the risks associated with pre-existing injury or medical conditions of prospective employees.

Further to WBHHS's obligation under Section 18 of the Work Health and Safety Act 2011, whereby employers are required to provide and maintain, so far as practicable, a working environment that is safe and without risks, Section 571 of the Workers' Compensation and Rehabilitation Act 2003 (WCR Act) enables prospective employers to give a prospective worker a written notice:

- Requesting that the prospective worker disclose any pre-existing illnesses or injuries of which they are aware, which could be reasonably aggravated by performing the attached outlined employment related duties; and
- Informing the prospective worker that a failure to disclose or a false or misleading disclosure means that the employee may not be entitled to compensation under the WCR Act for a work-related aggravation of the pre-existing illness or injury.

### Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Ability to apply the knowledge of the concepts and use the skills needed in the practice of modern dentistry.
- Ability to use knowledge to provide oral health services, both individually and on a population basis.



- Proven ability to be able to work in a team and to participate as a member of an oral health team and a multidisciplinary health team.
- Proven skills in team leadership and coordination, communication and interpersonal relations.
- Ability to attain knowledge of contemporary human resource management, with particular reference to workplace health and safety, equal employment opportunity and anti-discrimination.

### How to apply

Please provide the following information to the panel to assess your suitability:

- **Your current CV or resume, including referees.** You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- **A short statement (maximum 1–2 pages)** on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and attributes noted in the 'Are you the right person for the job?' section.
- **Submit your application online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)** by the closing date ensuring completion of the online questionnaire

### About the Health Service/Division/Branch/Unit

Wide Bay Hospital and Health Service (WBHHS) provides health services to a fast growing regional area. The Health Service covers the coastal stretch from Agnes Waters in the north to Maryborough and Hervey Bay in the South and includes the accompanying rural hinterland. Included in WBHHS are Hervey Bay and Maryborough Hospitals and Bundaberg Hospital, the main referral centres, with health facilities at Gin Gin, Childers, Biggenden, Eidsvold, Mundubbera, Gayndah, Mt Perry and Monto. The WBHHS serves a population of approximately 219,000 residents.

Across the Health Service, a range of specialty services are provided including acute care, surgical, medical, maternity, mental health rehabilitation and aged care services. Hervey Bay and Bundaberg Hospitals provide care in some major adult specialties and provide support to the surrounding smaller rural hospitals in the Health Service. The Health Service has a number of Multipurpose Health Services that provide access to integrated health and aged care services to smaller communities. WBHHS promotes the use of Telehealth, which enables patients to receive quality care closer to home via videoconferencing technology, reducing the need for travel and increasing access to specialised healthcare for people in regional and rural communities.

The Health Service provides a variety of primary and community health services including oral health, child health, school health, health promotion, environmental health, aged care and rehabilitation, aged care facilities, sexual health services and drug and alcohol services. WBHHS also provides a comprehensive and fully integrated mental health service to residents in both the community and acute care settings.

The Wide Bay is well known for its relaxed lifestyle, natural beauty and local attractions. Bundaberg is located at the southern tip of the Great Barrier Reef with access to coral islands and scuba diving. Possibly the most famous beach in Bundaberg is Mon Repos. Located 15kms east of Bundaberg, Mon Repos is known for having the largest concentration of nesting marine turtles on the eastern Australian mainland and is considered one of the two largest loggerhead turtle rookeries in the South Pacific Ocean. For a taste of the Australian bush, Cania Gorge, located in the hinterland west of Monto, is popular for bushwalks and abseiling.

The Fraser Coast includes the world-heritage listed Fraser Island, which has a unique and unspoilt landscape including rainforests with abundant fresh water lakes and crystal clear creeks.

From July to November, during their annual migration, Humpback whales take time out in the protected waters of Hervey Bay. The whales perform a variety of behaviours providing a spectacular display for visitors and locals.





The land within the WBHHS region encompasses the following Traditional Custodian Groups: Butchulla; Byellee; Darielbelum / Dundubara; Djaku-nde; Gooreng Gooreng; Gurang; Jangerie Jangerie; Kabi; Taribelang Bunda, and Wakka Wakka. WBHHS

Wide Bay Hospital and Health Service respectfully acknowledges the traditional owners and custodians, both past and present, of the area we service. We also declare our commitment to reducing inequalities in health outcomes for Aboriginal and Torres Strait Islander people in line with the Australian Government's Closing the Gap initiative. WBHHS is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people".

### **Pre-employment screening**

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment, as well as any other availability information that could preclude them from undertaking the role. Roles providing health, counselling and support services mainly to children will require a Blue Card. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

### **Health professional roles involving delivery of health services to children and young people**

All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety.

All relevant health professionals are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

### **Salary Packaging**

To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider – RemServ at <http://www.remserv.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on 1300 30 40 10.

### **Disclosure of Previous Employment as a Lobbyist**

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at:

<http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>

### **Probation**

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2

[http://www.health.qld.gov.au/hrpolicies/resourcing/b\\_2.pdf](http://www.health.qld.gov.au/hrpolicies/resourcing/b_2.pdf)

### **No Smoking Policy**

From 1 January 2015, it is against the law to smoke at all public and private health facilities, and for five metres beyond their boundaries. These laws include all staff and patient residential areas on healthcare facility land.

### **Privacy Notice**

Personal information collected by Wide Bay Hospital and Health Service (WBHHS) is handled in accordance with the *Information Privacy Act 2009*.

All personal information collected will be securely stored and will not be disclosed to other third parties without consent. For information about how WBHHS protects your personal information, or to learn about your right to access your own personal information, please see [www.health.qld.gov.au](http://www.health.qld.gov.au)



WBHHS may use applicant details to provide promotional information about job opportunities and organisational updates relating to WBHHS. Applicants can unsubscribe from these communications at any time by emailing: [Recruitment-Wide-Bay@health.qld.gov.au](mailto:Recruitment-Wide-Bay@health.qld.gov.au)

### Values in Action – what our values mean for you:

 <b>Collaboration</b>	Team mindset, one service. Be kind and supportive of one another, band together – “have each other’s back”, contribute to a safe learning environment that increases capability and to make recommendations, however small, to improve.
 <b>Accountability</b>	Hold ourselves accountable to higher standards, take personal responsibility, have a “can-do” attitude, strive to exceed expectations. Recognise risks and speak out to ensure safety for all.
 <b>Respect</b>	To treat all as you would wish to be treated yourself, to recognise and value diversity, to actively listen to other’s opinions and to speak with consideration of others in mind.
 <b>Excellence</b>	From appearance to communication, consistently upholding higher levels of professionalism, demonstrating dedication, making a positive difference and striving to be the best in all that we do.
 <b>Through patients’ eyes</b>	Ensuring all that we do is focused on the patient and that we treat everyone equitably, with empathy, compassion and dignity, as you would a loved one.







### Vision for the public service

To be a government of the 21st century, one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnership that are all about positive outcomes rather than just service delivery and regulation.

**To enable this vision, the Queensland Public Service (QPS) is transforming from a compliance focus to a more values-led way of working. The five values statements underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.**

<https://www.forgov.qld.gov.au/our-values>

## TASK ANALYSIS

<b>Position:</b> Oral Health						
<b>Position Description:</b> Provide Oral Health services for Wide Bay Hospital Health Service.						
<b>Shifts/Breaks:</b> 8:00am – 5:00pm. Monday to Friday (9-day fortnight). Breaks as per award.						
<b>PPE/Uniform:</b> Closed-in shoes, supplied uniform. PPE is task dependent (e.g. hearing protection, gown, gloves, eye protection, face masks).						
LEGEND	RARE (1-5%)	OCCASIONAL (6% - 33%)	FREQUENT (34% - 66%)	CONSTANT 67% - 100%	REPETITIVE	NOT REQUIRED
	1 – 24min	25min – 2hr 38min	2hr 39min – 5hr 15min	5hr 16min - 8hr	Task is performed numerous times using the same body movements	Posture not required for task. Cell left blank.
FUNCTIONAL DEMANDS					PHOTO SUMMARY	
POSTURAL TOLERANCES	R	O	F	C	Rep	
Standing			X			
Walking		X				
Sitting				X		
Lying						
Forward bent posture			X			
Forward reach				X		
Overhead reach	X					
Squatting / kneeling		X				
Static neck postures			X			
Dynamic neck movement		X				
Crawling						
Stair climbing	X					
Ladder climbing						
Other climbing						
Trunk twisting	X					
Hand grip and dexterity				X	X	
Foot movement			X		X	
WEIGHTED TOLERANCES						
Floor to Waist Lifting	Up to ~16kg	Up to ~5kg	Up to ~1kg			
Waist to Shoulder Lifting		Up to ~5kg				
Overhead Lifting						
Carrying	Up to ~16kg	Up to ~5kg	Up to ~1kg			
Pushing	X					
Pulling	X					
ENVIRONMENTAL FACTORS						
Inhalable Dust		X				
Noise Levels >85 dBa		X				
Hand/Arm Vibration			X			
Whole Body Vibration						
Hazardous/biological substances			X			
Cognitive factors (e.g. work pressure, nightshift work, time constraints).	X					

**ADDITIONAL INFORMATION**

- Lifting to waist height of up to approx. 16kg includes - putty mix bucket (up to ~16kg), sterilisation trays (up to ~5kg), various instruments used by technicians, dentists, and dental assistants (up to ~1kg).
- Lifting to shoulder height of up to approx. 5kg - sterilisation trays (up to ~5kg).
- Carrying of up to approx. 16kg - putty mix bucket (up to ~16kg), sterilisation trays (up to ~5kg), various instruments used by technicians, dentists, and dental assistants (up to ~1kg).
- Patient moves are required at times, and may require lifting more than above-mentioned loads (e.g. bariatric patients) however assistance should be provided in these cases (either from additional staff members or lifting aids).
- Pushing/pulling - trays and trolleys in sterilisation room, doors and drawers, tooth removal etc. Patient transfers as required.
- Dentists and Dental Assistants spend the majority of their shift sitting (performing dental work) with sustained forward bending and neck flexion whilst performing dental work.
- Dental Technicians spend time both sitting and standing depending on their task with sustained forward bending posture when working (e.g. at standing benches).
- Forward reaching is required for all tasks.
- Overhead reaching may be required to access items from shelving.
- Dynamic neck postures (flexion and rotation in particular) are required by Dentists and Dental Assistants to view the mouths of patients.
- Hand grip and dexterity can be repetitive. Dexterity is required for all tasks (e.g. use of dental instruments, making dentures, computer-based work). Grip is required for Dentists, Dental Assistants, and Dental Technicians when using instruments. These movements can be repetitive.
- Foot movement is required by dentists when using foot pedal to operate instruments. This is repetitive.
- Potential exposure to dust for Dental Technicians when working with tools and plaster.
- Potential exposure to noise for Dental Technicians, Dentists, and Dental Assistants when using instruments.
- Potential exposure to hand / arm vibration for Dental Technicians, Dentists, and Dental Assistants when using instruments.
- Potential exposure to hazardous or biological substances such as bodily fluids, chemicals, sharps, etc.
- May be exposed to cognitive factors including work pressure and time constraints.



# Organisational Structure

