

# HEALTH EMPLOYEES DENTAL OFFICERS (STATE) AWARD

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

## AWARD

### Arrangement

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#### 1. Definitions

“**Ministry**” means the Ministry of Health

“**Dental Officer**” means a person appointed as such by a hospital who holds a dental qualification registrable with the Dental Board of Australia.

“**Hospital**” means a public hospital as defined under section 15 of the *Health Services Act 1997*.

“**Officer**” means a Dental Officer, as defined herein, occupying a position as specified in clause 3, Salaries, in a hospital as defined above.

“**Service**”, unless the context otherwise indicates or requires, means relevant service before and/or after commencement of this award in any one or more New South Wales public health organisations or any other organisations deemed acceptable by the Ministry.

“**Specialist**” means a person appointed by the hospital who:

- (a) holds a dental qualification registrable in Australia;
- (b) after full registration has spent not less than six years in the practice of dentistry whether in New South Wales or elsewhere, deemed by the hospital to be of equivalent standing;
- (c) has spent not less than four years in supervised specialist training and/or experience, and either:
  - (1) has obtained an appropriate dental qualification in his/her speciality acceptable to the hospital, or
  - (2) is deemed by the Ministry to be a specialist by recognition of his/her experience and demonstrated performance at specialist level.

“**Union**” means HSUeast.

“**Weekly rates**” will be ascertained by dividing an annual amount by 52.17857 or a weekly rate can be multiplied by 52.17857 to obtain the annual amount.

## **2. Conditions of Service**

The Public Hospital (Professional and Associated Staff) Conditions of Employment (State) Award, as varied from time to time, shall apply to all persons covered by this award.

In addition, the Health Industry Status of Employment (State) Award, shall also apply to all relevant employees.

## **3. Salaries**

Salaries shall be in accordance with the rates contained in the Health Professional Medical Salaries (State) Award.

## **4. Classifications**

### **4.1 Dental Officer Level 1**

- (a) Dental officers employed at level 1 are newly qualified employees. Dental officers at this level are beginning practitioners who are developing their skills and competencies in dentistry.
- (b) Level 1 staff are responsible and accountable for providing a professional level of service to the health facility. Under the general oversight of a more experienced dentist, a level 1 year 1 dental officer performs examinations, investigations and basic treatment of commonly encountered dental diseases or dental health problems requiring standard corrective, restorative, or preventive measures.
- (c) Dental officers on level 1 year 2-4 serve as practicing dentists who perform routine dental work requiring the independent examination, investigation, treatment planning and treatment of patients. This is a moderate skill level and includes the moderately experienced dentist who is competent in basic tasks. He or she may require regular professional support and mentoring.
- (d) Level 1 staff participate in quality activities and workplace education. Level 1 year 2-4 staff may be required to provide supervision to undergraduate student on observational placements, work experience students and to level 1 year 1 dental officers.

### **4.2 Dental Officer Level 2**

- (a) Progression to level 2 from level 1 is dependent upon having a minimum of 2 years clinical experience, meeting the annual performance review requirements and successfully completing the standard Dental Officers Skills Assessment set by the Centre for Oral Health Strategy conducted by the clinical supervisor.
- (b) The level 2 dental officer is a general dental practitioner who performs the full range of professional dental tasks described for the level 1 dental officer. The work differs from the level 1 dental officer in that the dental officer *regularly* encounters, diagnoses, and administers treatment for dental diseases and dental health problems of greater-than-usual difficulty.
- (c) Positions at this level are required to exercise independent professional judgement on routine matters. They may require professional supervision from more senior staff members when performing novel, complex or critical tasks.
- (d) Positions at this level assist in the development of policies, procedures, standards and practices,

participate in quality improvement activities and may participate in clinical research activities as required.

- (e) Dental registrars (dentists undertaking training as Specialists by masters degree) are placed on level 2, with remuneration linked to the proportion of time spent providing dental services to public patients.

#### **4.3 Dental Officer Level 3 – Senior Dentist**

- (a) This level is only achieved by appointment to such a position. Level 3 dental officers are experienced and capable of operating with a level of independence reflective of their skill and competency in general dentistry. Some of these dental officers will be entitled to clinical manager allowances.
- (b) The level 3 dental officer will have the majority of the following duties and attributes:
  - (i) highly advanced skills in managing most of the difficult clinical situations, complex medical histories and those with disabilities.
  - (ii) widely recognised for their exceptional competence in general dental work and has a proven record for carrying out a broad range of advanced and complex dental procedures. This may include the attainment of a Fellowship or Membership of the Royal Australasian College of Dental Surgeons (RACDS) or equivalent organisation as recognised by the Ministry of Health.
  - (iii) experienced clinician who demonstrates advanced clinical reasoning skills;
  - (iv) duties and responsibilities involving planning, implementing, evaluating and reporting on services;
  - (v) responsibility for identifying opportunities for improvement in clinical practice, develop and lead ongoing quality improvement activities with other staff;
  - (vi) conduct clinical research
  - (vii) acts as a mentor to other clinical staff and teaches undergraduate students
  - (viii) may be responsible for providing clinical supervision and support to level 1 and 2 dental officers, technical and support staff;
  - (ix) responsible for components of clinical governance; and
  - (x) participate in the provision of clinical development in-service education programs to staff and students.

#### **4.4 Dental Officer Level 4 – Head of Department/Senior Clinical Adviser**

- (a) This level is only achieved by appointment. Level 4 dental officers will have the competencies of a level 3 Dental Officer plus additional areas of expertise. They may have a clinical, education or management focus or may have elements of all three features. Current grade 5 dental officers will go to level 4 on transition to the new structure.
- (b) In recognition of their superior clinical expertise, a clinician at this level is responsible for quality assurance, development of better practice and clinical research within a facility and is actively involved in teaching staff and students in their field of clinical specialty. The level 4 dental officer also has responsibility for education support to other clinicians in the management of patients requiring ongoing specialist treatment in a geographic network, region or zone.
- (c) Staff at level 4 deliver and/or manage and direct the delivery of services in a complex clinical setting. They perform novel, complex or critical discipline specific clinical work with a high level of professional knowledge and by the exercise of substantial professional judgement.
- (d) Dental officers at this level would undertake work with significant scope and/or complexity and/or

undertake professional duties of an innovative, novel and/or critical nature without direction.

- (e) Roles that may be undertaken at level 4 include, but are not limited to, the following:

#### **Level 4 – Clinical Stream**

Level 4 dental officers are experienced dentists who are:

- (i) widely recognised for their exceptional competence in general dental work and have a proven record for carrying out a broad range of advanced and complex dental procedures.
- (ii) maintain a clinical caseload and provides:
  - clinical education in the area of expertise through in-service training to undergraduate and/or post-graduate students;
  - in-service to other dental officers in their clinical specialist area of expertise;
  - consultation and advice to specialist teams across an area or geographic or clinical network; and
  - discipline specific professional supervision and leadership either within a facility or across facilities and/or Local Health District(s).

#### **Level 4 – Management Stream**

Level 4 dental officers may be appointed as:

- (i) Department Head – responsible for operational co-ordination of staffing and related clinical services and may work across a geographic region, zone or clinical network. Department Heads may also be required to maintain a clinical load.
- (ii) Unit Head or Team Leader- responsible for the leadership, guidance and line management of a multi-disciplinary clinical unit or specialist team that may work across a geographic region, zone or clinical network. The work involves supervision of other dental officers and support staff as well as a clinical load.

### **4.5 Dental Officer Levels 1 – 3 Management Allowances**

- (a) Dental Officers in level 1 (2<sup>nd</sup> year and thereafter), level 2 and level 3 may be paid a management allowance in addition to their rate of pay. The management allowance is paid as part of an employee's permanent salary following a merit selection process. If an employee is required to relieve for 5 days or more in the role of the manager, and performs all of the duties of the supervisor, then the management allowance will be paid to such employee. There are two levels of allowances, which are paid in the following circumstances:
  - i. Clinic Manager Level 1 – A dental officer managing a dental clinical service that may encompass more than one small clinic. The work involves, clinical management, supervision of other dental officers, other oral health practitioners, and support staff as well as a clinical load. A level 1 managerial allowance would be paid.
  - ii. Clinic Manager Level 2- is responsible for the leadership, guidance and line management of a multi-disciplinary clinical unit that may work across a geographic region, zone or clinical network. The work involves clinical management, supervision of other dental officers, other oral health practitioners, and support staff as well as a clinical load. A level 2 managerial allowance would be paid. Level 1 dental officers are not eligible for this allowance.

### **4.6 Specialists**

- (a) Employees occupying positions as specialists who have satisfied the full requirements of the Dental Board of Australia in a recognised speciality will be appointed to the Specialist scale in

accordance with their years of experience in the speciality.

- (b) Continued payment as a specialist will be on the basis of a dentist remaining employed in the specialist area concerned.

#### **4.7 Hospital Specialist**

- (a) These will be differentiated from the board specialists as follows:
  - (i) Hospital specialists provide specialist services in an area of work that is not a specialty recognised by the Dental Board of Australia.
  - (ii) For the purpose of this award, a hospital specialist will work in the specialties of special needs, geriodontics or restorative dentistry. Additional specialties can be recognised with the approval of the Chief Dental Officer. The Medical and Dental Advisory Committee assesses the merit of individual specialists for recognition as a hospital specialist within the categories determined by the Chief Dental Officer.
  - (iii) Hospital specialists do not have access to the senior clinical specialist classification.

#### **4.8 Senior Clinical Specialist**

- (a) Board Specialists may progress to the level of Senior Specialist. This is seen as recognition for an exceptional clinical leader who has made significant contributions to dentistry in his/her area of speciality. This is a personal appointment, where it can also be demonstrated that the specialist is appointed to a position having such duties and responsibilities as deemed by the employer to require the services of a senior clinical specialist.
- (b) Except in exceptional circumstances, this appointment would follow about 10 years of experience as a specialist. This classification is not available to hospital specialists. This appointment is considered upon application by or on behalf of an individual board specialist to the Medical and Dental Advisory Committee of the Local Health District(s). Appeal of any such decision lies with the Chief Dental Officer.

#### **4.9 Specialist - Management Allowance**

- (a) A specialist or a senior clinical specialist managing a clinical service that involves, clinical management, supervision and teaching of other specialists, other oral health practitioners, undergraduate students and support staff as well as a clinical load. A hospital specialist may be eligible for the payment of this allowance. The management allowance is paid as part of an employee's permanent salary following a merit selection process. If an employee is required to relieve for 5 days or more in the role of the manager, and performs all of the duties of the supervisor, then the management allowance will be paid to such employee.

#### **4.10 Area Directors of Oral Health Clinical Services**

- (a) Positions at this level lead, direct and co-ordinate all public sector oral health services within a Local Health District(s). They have significant responsibility for the human physical and financial resources under their control. Positions at this level will also make a major contribution towards the development and achievement of the strategic directions of the Area.
- (b) The position exercises a high degree of independence in the determination of overall strategies, priorities, work standards and the allocation of resources. It will also make independent decisions related to area wide expert practice in their field and will be responsible for outcomes for clients

and the organisation from the practice of other dental officers and staff. The position makes strategic management and service development decisions.

- (c) Positions at this level may include operational and strategic roles but are not limited to the following:
- (i) professional responsibility with regard to strategic workforce and service development and professional practice across an AHS;
  - (ii) provides professional co-ordination and leadership across an area to department heads and acts as a central point of contact for strategic consultation and liaison with Senior Executive management;
  - (iii) a dual role of department head within a facility;
  - (iv) required to provide an expert speciality consultancy role in their area of expertise; and
  - (v) involved in the provision of training to staff within the Local Health District(s).
- (d) There will be three levels of Area Director of Clinical Services reflecting the size of the Local Health District(s) and the complexity and mix of the dental facilities within it.
- (e) **Area Director of Oral Health Clinical Services – Level 1**  
The level 1 reports to a health services manager responsible for oral health services. This is the lead dentist in a Local Health District(s) that provides the usual range of oral health services from community clinics but does not have
- (i) a dental teaching hospital where dental specialist services are also provided
  - (ii) a Rural and Regional Centre of Oral Health or
  - (iii) a dental clinical school.
- (f) **Area Director of Oral Health Clinical Services - Level 2**  
The level 2 reports to a health services manager responsible for oral health services. This is the lead dentist in a Local Health District(s) that provides the usual range of oral health services from community clinics but:
- (i) does not have a dental teaching hospital,
  - (ii) has a Rural and Regional Centre of Oral Health and/or
  - (iii) a dental clinical school.
- (g) **Area Director of Oral Health Clinical Services - Level 3**  
The level 3 would also have the role of health services manager responsible for oral health services. This is the lead dentist in a Local Health District(s) that provides the usual range of oral health services from community clinics, and, in addition, has:
- (i) a dental teaching hospital where dental specialist services are also provided
  - (ii) a Rural and Regional Centre of Oral Health and/or
  - (iii) a dental clinical school.

## 5. Transition Arrangements

- (a) Employees skills, responsibilities and qualifications will be assessed against the classification descriptors in Clause 4 and will be placed on the appropriate level, maintaining their existing incremental date. Years of service at the relevant skill level will be used to determine the appropriate salary rate within the classification level. Employees will maintain their existing incremental date.

## 6. Area, Incidence and Duration

- (i) This Award rescinds and replaces the Health Employees Dental Officers (State) Award published 3 March 2006 (357 IG 805) and all variations thereof.

- (ii) This Award shall apply to persons employed in classifications contained herein employed in or in connection with the New South Wales Health Service as defined in the *Health Services Act 1997*, or their successors, assignees or transmittes.
- (iii) The changes made to the award pursuant to the Award Review pursuant to section 19(6) of the Industrial Relations Act, 1996 and Principle 26 of the Principles for Review of Awards made by the Industrial Relations Commission of NSW on 28 April 1999 (310 I.G. 359) and take effect on 19 March 2012.
- (v) This award remains in force until varied or rescinded, the period for which it was made having already expired.

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