



**Dental
Council**
of NSW

Dental Council of New South Wales

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Professional Officer - Dentist

Position description

Key roles and responsibilities

- Implement the relevant provisions of governing legislation and regulations in respect to national standards and professional conduct of registered health professionals in accordance with delegated authority
- Assist with the development and continuing review of policies for the Dental Council of NSW (the Council) in regard to the performance, health and disciplinary processes for registered health professionals, for the consideration of the Council as required
- Provide timely, expert advice and professional support for a range of Council functions including consulting with the Health Care Complaints Commission, Performance Interviews and Counselling and review of monitoring requirements for practitioners with orders and conditions on their registration
- Work collaboratively with the various state and national organisations (Health Care Complaints Commission, Australian Health Practitioner Regulation Agency and Dental Board of Australia) in respect to notifications and complaints referred for assessment and review
- Communicate and liaise with the Executive Officer of the Council, the Council, and the executive management of Health Professional Councils Authority in relation to performance, conduct, health and related matters.

Duties

- Attend consultation meetings with the Health Care Complaints Commission on behalf of the Council
- Review practitioner files and prepare chronologies in complex matters, and draft recommendations for the Council
- Provide professional input into complaint outcome letters
- Assist in development of Council's policies, information sheets and procedures
- Participate in information sessions to educate various stakeholders on the role of the Council
- Provide professional advice for the purposes of monitoring practitioner compliance with conditions and orders of the Council and other regulatory bodies
- Examine trends in complaints and notifications concerning registered dental practitioners

- Contribute to the Council's newsletter and assist with editorial comments
- To undertake the role of an authorised person which allows that person, with the specific approval of a health professional council, to exercise powers under Part 8, Division 9 of the National Law (NSW), including the power to investigate a complaint, inspect and enter premises and to copy documents
- Contribute to the development of programs, procedures and pathways relating to the management of the conduct, health and performance of dental practitioners
- Interview and/or counsel dental practitioners on a wide range of professional issues relating to health, performance and conduct
- Provide professional support to Council, Council staff and associated committees including complaints committees, assessment committees, Council inquiries, panels and other committees as required.