

Position Description



Position Title	Dental Resident		
Unit / Branch	Department of Dentistry		
Classification	HM13 – HM18	Employment Status	Full time (1.0 FTE), Fixed term
Position reports to	Director of Dentistry		
Location	The Royal Children's Hospital, Flemington Road, Parkville		
Position Contact	Director of Dentistry		
Risk Category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.		

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia.

RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

To provide ongoing clinical care to children with complex medical, developmental and other special health care needs.

KEY ACCOUNTABILITIES

Responsibilities:

- To provide routine clinical dental care to children with oro-dental and special health care needs;
- To be fully informed as to the nature of each patient's medical condition and the implications on oral health and healthcare;
- To attend the emergency department as required within 30 minutes of being called during working hours and keep the dental consultant fully informed;
- To communicate promptly and effectively with referring practitioners. All new patient referrals should be responded to in writing. In-patient referrals should be followed up by phone or email communication within EPIC;
- To be responsible for word processing the professional content of letters. The departmental administration officer may assist in the final formatting and despatching which must be within one week of seeing the patient.
- Responsible for communicating and coordinating patient care with internal and external stakeholders. Be able to work up and coordinate care for complex patients (outpatients and GA- combined cases and elective cases) together with the consultant paediatric dentist and other medical healthcare providers.

Other responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including Workplace Health and Safety, Equal Employment Opportunity and Confidentiality;
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions;
- Encouraging communication, fostering and developing an effective and cohesive team of staff members, focusing on the provision of a high standard of clinical service;
- Maintaining total confidentiality, inside and outside the hospital for all matters relating to hospital work, hospital staff and patients;
- Taking an active role in the ongoing development of the Department of Dentistry, participating in departmental activities, e.g. staff meetings, quality improvement projects and other activities as directed by the head of department.

QUALIFICATIONS AND EXPERIENCE

- A basic Degree in Dental Science or international equivalent that is a least provisionally recognisable by the Dental Practice Board of Australia.
- To have some experience in hospital dentistry including the management of patients with special healthcare needs and acute dento-alveolar trauma.
- To have extensive experience in treating young children with complex medical conditions under LA, nitrous oxide sedation and GA
- To have a working with children check and satisfactory police check.

KEY SELECTION CRITERIA

- An interest in the management of children
- To have efficient management skills
- To have excellent interpersonal skills

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- ***We do better work caring for children and families when we also care for each other***
- *I actively promote and celebrate our diverse team*
- *I bring a positive attitude to work – I share, I laugh, I enjoy other's company*
- *I take responsibility for my behaviour and its impact on others*
- *I am curious and seek out ways to constantly learn and improve*
- *I celebrate the good stuff, the small stuff, the big stuff – it all matters*
- *I speak up when things aren't right*
- *I value the many different roles it takes to deliver great patient care*
- *I actively listen to others, because I want to make the best decision*

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

QUALITY, SAFETY AND IMPROVEMENT

RCH Employees are required to:

- Act in accordance and comply with all relevant Safety and Quality policies and procedures
- Participate in and contribute to quality improvement programs and commit to RCH Values
- Comply with the Requirements of the National Safety & Quality Health Service Standards
- Comply with all relevant clinical and/or competency standards
- Comply with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTQI community and people with disability.

Date Position Description was last reviewed

June 2026