

Health Employees Dental Officers (State) Award - New Classification Structure and Salaries

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Personnel/Workforce - Salaries

Summary The new Health Employees Dental Officers (State) Award provides for a new classification structure, increased salaries and the introduction of some salary related allowances.

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Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Non Declared, Affiliated Health Organisations - Declared, Public Health System Support Division, Dental Schools and Clinics

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HEALTH EMPLOYEES DENTAL OFFICERS (STATE) AWARD NEW CLASSIFICATION STRUCTURE, SALARIES AND ALLOWANCES

A new consent award for Dental Officers and Dental Specialists was made in the Industrial Relations Commission by Commissioner Bishop on 23 September 2008. At the same time, salaries for these classifications were varied in the Health Professional and Medical Salaries (State) Award.

The new rates of pay and classification structure are effective from the first pay period commencing on or after 9 May 2008. The new classifications and salaries are provided at Attachment 1 and a copy of the new award is at Attachment 2.

New Classification Structure – Clause 4

The new classification structure contained in Clause 4 of the award provides for four levels of Dental Officer with recognition of both skill levels and managerial responsibility. The award provides a career path based upon clinical, educational and managerial skills and responsibilities. Provision has also been made for the payment of management allowances in specific circumstances.

The classification structure describes both the specialists who have satisfied the full requirements of the New South Wales Dental Board and the hospital specialists. A new classification of senior clinical specialist is only available to Dental Board registered specialists.

The award prescribes three levels of Area Director of Oral Health Services, with criteria set for each level. It should be noted that the Award definitions do not require the Area Directors to hold specialist qualifications. Any clinical/management positions below that of the Area Director should be established at level 4 dental officer, or dental specialist (possibly with management allowance). On the current profile of Areas, the levels apply as follows:

Level 1

North Coast Area Health Service
Greater Western Area Health Service
Greater Southern Area Health Service

Level 2

Hunter New England Area Health Service
North Sydney Central Coast Area Health Service
South East Sydney Illawarra Area Health Service
Justice Health

Level 3

Sydney West Area Health Service (includes Westmead Centre for Oral Health)
Sydney South West Area Health Service (includes Sydney Dental Hospital)

Management Allowances – Clause 4

New allowances have been developed to recognise managerial responsibilities. There are separate allowances for dental officers and specialists and these are contained in Clause 4 of the Award.

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Transition Arrangements – Clause 5

Areas must review the existing roles, responsibilities and capabilities of existing employees against the classification descriptors provided in clause 4 of the award. Existing dental officers will move to the new classification structure in accordance with the transitional arrangements in clause 5.

Areas must comply with the Award when assessing and grading positions. Particular attention is drawn to the Department's Policy Directive PD2005_334 which prohibits Areas from making over-award payments.

Pre-Existing Departmental Determinations s116A of the Health Services Act, 1997.

Current determinations covering Dental Specialists continue to apply.

Rates of Pay

The rates of pay, together with the new Micropay and Supero codes are contained at Attachment 1 to this Information Bulletin.

Micropay and Supero Codes have not been created for transferred employees who work a 35 hour week. If these codes are required, Areas should provide details of the effected employees (the basis of their entitlement, including the commencement date of employment). This information should be sent to the Director, Workplace Relations and Management Branch of the Department (email address emprel@doh.health.nsw.gov.au).

Non Declared Affiliated Health Organisations

Non-declared affiliated health organisations are not a party to the new Award. However, the Determination of Conditions of Subsidy requires (to the extent permitted by law) non-declared affiliated health organisations to provide to staff the same conditions of employment as those set out in industrial instruments applicable to staff employed in the NSW Health Service.

Supplementation

Funding supplementation will be provided for existing positions based upon the HIE profile. Funding for any further positions will be based upon the appointment of additional employees.

Professor Debora Picone AM
Director-General

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Attachment 1

Micropay Code	Supero Code	Position Description	FFPP on or after 9.5.08 \$ pw	FFPP on or after 9.5.08 \$ pa
DENTAL OFFICERS				
Dental Officer Level 1				
36.084.01	36DO101	1st year	1258.20	65649
36.084.02	36DO102	2nd year	1449.60	75639
36.084.03	36DO103	3rd year	1545.30	80632
36.084.04	36DO104	4th year	1641.00	85627
Dental Officer Level 2				
36.085.01	36DO201	1st year	1736.80	90622
36.085.02	36DO202	2nd year	1832.50	95616
Dental Officer Level 3				
36.086.01	36DO301	1st year	1936.80	101060
36.086.02	36DO302	2nd year	1995.10	104100
36.086.03	36DO303	3rd year	2032.60	106060
Dental Officer Level 4				
36.087.01	36DO401	1st year	2320.60	121088
36.087.02	36DO402	2nd year	2387.50	124575
Dental Officer - Management Allowances				
	863	Level 1 (per annum)		5000
	864	Level 2 (per annum)		10100
Area Director Oral Health Clinical Services				
36.088.11	36ADOH101	Level 1	2550.30	133069
36.088.21	36ADOH201	Level 2	2805.30	146376
36.088.31	36ADOH301	Level 3	3231.60	168619
Dental Specialist				
36.017.01	36DS01	1st year	2192.70	114411
36.017.02	36DS02	2nd year	2277.40	118833
36.017.03	36DS03	3rd year	2361.60	123227
36.017.04	36DS04	4th year	2450.70	127875
36.017.05	36DS05	5th year	2539.90	132527
Senior Clinical Specialist				
36.089.01	36SCLS01		2663.90	139000
Dental Specialist Management Allowance				
	865			7500

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IRC 1764 of 2008 – Bishop C. – New Award – effective 17.9.2008

Attachment 2

HEALTH EMPLOYEES DENTAL OFFICERS (STATE) AWARD

Award code 1422

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

Arrangement

Clause No.	Subject Matter
1.	Definitions
2.	Conditions of Service
3.	Salaries
4.	Classifications
5.	Transitional Arrangements
6.	No Extra Claims
7.	Area, Incidence and Duration

1. Definitions

“**Department**” means the New South Wales Department of Health.

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

“**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 organizations or any other organisations deemed acceptable by the Department.

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

- (a) holds a dental qualification registrable in New South Wales;
- (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

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- (2) is deemed by the Department to be a specialist by recognition of his/her experience and demonstrated performance at specialist level.

“**Union**” means the Health Services Union.

“**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.

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- (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 Department 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

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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 under-graduate 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 area health services.

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.

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4.5 Dental Officer Levels 1 – 3 Management Allowances

- (a) Dental Officers in level 1 (2nd 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 New South Wales Dental Board 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 New South Wales Dental Board.
 - (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.

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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 Area Health Service. 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 an Area Health Service. 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

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- (v) involved in the provision of training to staff within the Area Health Service.
- (d) There will be three levels of Area Director of Clinical Services reflecting the size of the Area Health Service 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 an Area Health Service 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 an Area Health Service 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 an Area Health Service 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. No Extra Claims

The parties to this award recognise that the award extinguishes all work value and special case claims up to the date of making of this award.

7. 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

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section 16 of the Health Services Act 1997, or their successors, assignees or transmitters.

- (iii) This Award takes effect from the first pay period commencing on or after 17 September 2008, and shall remain in force for a period of three years.
