



Dental Practitioner Room and Services Hire

Section 1 – PURPOSE

(1) This policy sets out the eligibility criteria, appointment procedures, expectations, and privileges for visiting dental practitioners hiring a dental surgery and or associated services at the Charles Sturt University Dental and Oral Health Clinics.

Scope

(2) This policy applies to:

- a. visiting dental practitioners seeking to hire a dental surgery and or associated services of the Dental and Oral Health Clinics.
- b. employees of the University involved in the administration of dental surgery and associated service hire.

Section 2 – GLOSSARY

(3) For the purpose of this procedure, the following terms are defined:

- a. Visiting dental practitioner– a person registered with the Australian Health Practitioner Regulation Authority (AHPRA) as a dental practitioner and hires a room and/or services from the Charles Sturt University Dental & Oral Health Clinic for the purpose of providing dental and oral health related services. The visiting dental practitioner usually would not be employed as a dental practitioner within the Charles Sturt University Dental & Oral Health Clinics (Enterprise).

Section 3 – POLICY

(4) All appointments must be approved by the relevant delegated officer in accordance with [Delegation Schedule B - People and Culture](#), and a current agreement must be in place for the provision of specialist oral health services from Charles Sturt University Dental and Oral Health Clinic (maximum term of 2 years).

(5) Potential appointees must satisfy the induction and screening requirements set out for the appointment- see Visiting Specialists Induction Plan.

Visiting Dental Practitioner Appointments

(6) Visiting dental practitioner appointments will be granted to registered dental practitioners who are deemed suitable to provide clinical dental services to the community

in an area of need. The dental practitioner may seek approval from the Executive Dean, Faculty of Science and Health to deliver University programs or ongoing research or scholarship activities. In most cases, visiting dental practitioners will remain employees of another business, institution, or professional body within Australia or abroad.

(7) Visiting dental practitioner appointments:

- a. are normally for a duration individually negotiated for a fixed period of time and after that period may be renewed by the University,
- b. may be terminated by the University at any time, subject to the terms of any written agreement, however, visiting appointments should be given adequate notice,
- c. have the status of University staff and may be granted access to staff privileges by the University,
- d. must comply with the University's policies and procedures unless specifically excluded, and must comply with the:
 - i. [Outside Professional Activities Policy](#),
 - ii. [Intellectual Property Policy](#), and
 - iii. [Code of Conduct](#), and
- e. with the Dental and Oral Health Clinics do not guarantee a teaching arrangement with the School of Dental and Medical Health. Each arrangement needs to be agreed to and approved separately by the relevant delegated areas.
- f. must complete any mandatory training designated for their appointment type. Such training does not attract any payment.

(8) Visiting dental practitioners must not:

- a. represent themselves as employees of the University,
- b. make representations for or on behalf of the University, except to the extent authorised in writing by a delegated officer of the University,
- c. enter into any contract, agreement or binding arrangement for or on behalf of the University, or
- d. make public comments using their title as an adjunct or visiting staff member without prior written authorisation from the University.

(9) Where a visiting dental practitioner is employed by another organisation with which the University has entered into an agreement, the organisation is required to indemnify and hold the University harmless against all claims, actions, losses or penalties incurred by the University arising from the appointment of the employee in a visiting or adjunct capacity (except to the extent that the claims, actions, losses or penalties were caused by the negligence of the University).

(10) Where a visiting dental practitioner is appointed as an individual, the individual is required to indemnify and hold the University harmless against all claims, actions, losses, or penalties incurred by the University arising from the appointment of the person in a



visiting or adjunct capacity (except to the extent that the claims, actions, losses or penalties were caused by the negligence of the University).

(12) Faculties, research centres and divisions/offices are responsible for negotiating non-core privileges as set out below and arranging the payment of stipends, and for inducting visiting and adjunct titleholders to the University.

(13) Visiting dental practitioners are not paid a salary or living allowance of any kind from the University in relation to the appointment.

Privileges

CORE PRIVILEGES

(14) Core privileges for visiting dental practitioner appointments comprise:

- a. access to the physical and/or online resources of the Division of Library Services,
- b. access to on-site information technology services, a University logon, use of the internet for University purposes, and email, and
- c. a Charles Sturt University Card specifying the cardholder is a visiting dental practitioner. The visiting dental practitioner must apply through Student Central for a [Charles Sturt University Card](#), specifying they are a visiting dental practitioner.

(15) Access to the physical and online resources of the Division of Library Services:

- a. is for University purposes only. No access to online services will be provided to visiting dental practitioners where there is a reasonable expectation that another institution or affiliated body will continue to provide information services. The determination of a reasonable expectation is the responsibility of the University Librarian,
- b. is at the discretion of the Division of Library Services, and
- c. may be subject to costs that will be charged to the nominated source of funding or faculty or centre budget at Charles Sturt University.

(16) Provision of access to on-site information technology services, a University logon, use of the internet and email:

- a. is for University purposes only. Where there is a reasonable expectation that another institution or affiliated body will continue to provide information technology services or support, no University logon will be provided. The determination of a reasonable expectation is the responsibility of the Executive Director, Division of Information Technology, and
- b. may be subject to costs that will be charged to the nominated source of funding or faculty or centre budget at Charles Sturt University.



NON-CORE PRIVILEGES

(17) Non-core privileges may include:

- a. the use of space
- b. access to laboratories and research facilities as negotiated,
- c. participation in faculty activities generally,
- d. use of telecommunication facilities,
- e. access to administrative assistance,
- f. other privileges as negotiated with the appropriate section of the University.

(18) The brokerage, organisation and monitoring of non-core privileges is the responsibility of the Executive Dean/Centre Director/Executive Director/Director (or nominee).

(19) Visiting dental practitioners are not entitled to funding or participation in University organised professional development activities.

EXPECTATIONS OF VISITING DENTAL PRACTITIONER WITH ADJUNCT APPOINTMENT

(20) Visiting Dental Practitioners with Adjunct appointments are required to meet minimum teaching/research contributions, which are to be negotiated and approved with the School/Centre on a yearly basis.

(21) Entitlements and obligations of Visiting and Adjunct staff are included in the [Visiting and Adjunct Appointments Policy](#).

(22) Visiting dental practitioner room and service hire fee schedule:

With Adjunct position rate per hour (20% discount)	Without Adjunct position rate per hour	Overtime additional rate per hour
\$195.00 (excl. GST)	\$245.00 (excl. GST)	\$50.00 (excl. GST)

(23) The visiting dental practitioner room and service hire policy and fee schedule will have a Fixed Percentage Review Date on each anniversary of the commencement date of the signed agreement.

(24) Requirements for visiting dental practitioners working in the Charles Sturt University Dental Clinics.



Activity	Contact, Resources, Details	Staff Responsible	When
Provide Compliance Documentation	<p>The visiting dental practitioner must maintain and furnish the Clinical Director with original documentation of:</p> <ul style="list-style-type: none"> • Registration with the Australian Health Practitioner Regulation Agency (AHPRA) • Working with Children Check • Satisfying and maintaining adequate protection against the infectious diseases as currently specified in the NSW Health “Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases” policy and any updated or equivalent policy that may be implemented during the term of their appointment. • Radiation licence (if applicable) • Professional indemnity insurance • Public liability insurance 	<p>Clinical Operations Coordinator</p> <p>Clinical Director</p>	<p>Four weeks prior to commencement</p>
Email day sheet	<ul style="list-style-type: none"> • Email day sheets through to Orange odohc@csu.edu.au or Bathurst bdohc@csu.edu.au prior to the working day • Reception will print the day sheet and mark off/check in all patients. • If patients cancel or are running late reception will communicate via email and phone with specialists’ reception regarding the patient. On occasion reception may contact the patient directly. • Reception will scan and send patient records to your specialist practice reception as required e.g., new patient forms. 	<p>Senior Receptionist</p>	<p>48 hours prior to the commencement of each visit</p>
Workplace Welcome and	<p>Welcome and Introductions</p> <p>Tour of the CSU Dental & Health Clinics</p>	<p>Senior Dental Assistant</p>	<p>Arrive at least 40 minutes prior to first</p>



Tour of the Clinics			day of commencement
Clinic and Reception Induction	Clinical Induction form to be completed. Reception processes orientation	Senior Dental Assistant Senior Receptionist	
Set-up equipment and materials	Equipment and materials set-up Arrangements with sterilisation	Senior Dental Assistant	

(25) Services, instruments, equipment, and materials included in the visiting dental practitioner room and services hire arrangement.

Clinic Information

- Normal clinic hours of operation are: 8:00am – 4:30pm. Dental Assistants prepare the surgery 30 minutes prior to first appointment of the day.
- Practitioners must schedule patient bookings to align with Enterprise Agreement requirements. Staff need to have a minimum of 30-minute lunch break and either two 10-minute tea breaks or a 20-minute tea break.
- The overtime rate will be charged for any period before 8:30am or after 4:30pm on business days.

Reception Services will include:

If the dental practitioner requires reception to take your payments, they will be required to provide their own EFTPOS terminal. Reception will provide the following additional services:

- Take payments from patients.
- Print off invoices (if their reception doesn't send them out via email)
- Record patient payments
- Settle EFTPOS terminal
- Complete end of day banking and send to your reception.
- Communicate with you and your reception regarding patient billing – if patients have/ haven't paid etc.

Dental Assistant Services will include:

- One chair-side dental assistant
- Set-up and clean-up of the dental surgery
- Sterilisation and tracking of instruments and equipment.



Equipment and materials will include:

- **Consumable items:** PPE, bibs, gauze, cotton rolls, cups, patient protective eye wear, topical anaesthetic, local anaesthetic, prophylactic paste, prophylactic cups, mouth rinse, toothpaste, toothbrushes.
- **Restorative equipment and materials:** instruments, handpieces, burs, composite, flowable, GIC, amalgam, dentin conditioner, etch, bond, liners, articulating paper, dry tips, microbrushes, dappen dishes, finishing strips/discs, wedges, rubber dam, matrices, mixing pads, use of x-ray machine.
- **Endodontic equipment and materials.** Instruments, handpieces, burs, rubber dam, apex locator, rotary motor, heated obturator, K-files, H-files, paper points, GP points, accessory points, calcium hydroxide paste, odontopaste, Cavit, cotton pellets, AH Plus, Oraseal, irrigation- EDTA, hypochlorite, eucalyptus oil, irrigation tips and syringes, alcohol, gates glidden, pulp chamber burs, lentulo spirals, GIC, articulating paper, use of x-ray machine, use of OPG/CBCT. Note: rotary endodontic files need to be purchased by visiting dental practitioner.
- **Prosthetic equipment and materials:** Instruments, handpieces, burs, alginate, light body impression material, heavy body impression material, bite registration material, temporary crown material, temporary cement, composite, etch, bond, amalgam, microbrushes, dappen dishes, tray adhesive, single use impression trays, use of x-ray machine, use of OPG/CBCT.
- **Paediatric dentistry equipment and materials:** Instruments, handpieces, burs, Soflex discs, use of clinical camera, dentin conditioner, GIC, flowable and flowable tips, etch, bond, composite, mixing pads, dappen dishes, microbrushes, stainless steel crowns, Duraphat, alginate, single use impression trays, lab stone, use of relative analgesia and single use masks, use of x-ray machine, use of OPG/CBCT.
- **Orthodontic equipment and materials:** instruments (if required), etch, bond, use of OPG/CBCT
- **Periodontic equipment and materials:** instruments, handpieces, supply of ADA information pamphlets, use of Cavitron, use of x-ray machine, use of OPG/CBCT.

Note: specialised instruments, equipment or materials not usually stocked in the Charles Sturt University Dental Clinics will need to be purchased by the visiting dental practitioner. Requests to purchase instruments, equipment and materials must be made to and approved by the Clinical Director.

All materials and equipment are for use within the Charles Sturt University Dental and Oral Health Clinics and are not to be taken to external sites without prior approval from the Clinical Director.

