

JOB DESCRIPTION

Dental/Oral Health Therapist Oral Health Service

Position Title: Dental/Oral Health Therapist

Organisation Unit: Oral Health Service

Location: Northland District Health Board

Responsible to: Practice Manager
Clinical Manager
Service Manager
Oral Health Service
Northland District Health Board

Primary Functions of the Position:

- To provide quality Dental Care which meets the client's needs within the parameters of the Northland District Health Board Oral Health Service Policies and Procedures.
- To ensure effective clinical organisation and administration procedures are implemented.
- To work as a functional member of a team and achieve Northland DHB's objectives.
- To communicate and interact effectively with all patients, parents, caregivers and the wider community
- To provide oral health prevention programmes to the patient group, parents, caregivers and wider community.

Functional Relationships

The Dental/Oral Health Therapist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Service Manager • Principal Dental Officer • Clinical Director • Clinical Manager • Practice Manager • Dental Therapists, Oral Health Therapists & Dental Assistants • Community/Hospital Dentists • Senior Dental Assistant, • Northland DHB Community/Hospital Oral Health Service • Support Staff, Community, Dental & Public Health Services. 	<ul style="list-style-type: none"> • School Principals, Boards of Trustees • School Staff • Health Professionals • Community Groups



Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with NDHB:

Values	Supporting Statement
People First <i>Tangata I te tuatahi</i>	People are central to all we do
Respect <i>Whakaute (tuku mana)</i>	We treat others as we would like to be treated
Caring <i>Manaaki</i>	We nurture those around us, and treat all with dignity and compassion
Communication <i>Whakawhitiwhiti korero</i>	We communicate safely, openly and with respect to promote clear understanding
Excellence <i>Taumata teitei (hirangi)</i>	Our attitude of excellence inspires success, competence, confidence and innovation

The position of Dental/Oral Health Therapist encompasses the following major functions or key result areas:

- Clinical
- Organisation and Administration
- Team Participation
- Communication
- Oral Health Promotion
- Treaty of Waitangi
- Health and Safety
- Privacy and Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Clinical	<p>The Dental/Oral Health Therapist will provide a group of patients with dental care (hygiene and therapy) within their scope of practice which meets their needs using up-to-date professional knowledge and skills.</p> <ul style="list-style-type: none"> • Current clinical standards and procedures are met and maintained and protocols are adhered to. • Control of cross infection policies and procedures are met and maintained to a high standard. • Time management is effective throughout the day to maximise patients' availability and outputs.

Key Responsibility Area	Expected Outcomes
<p>Organisation & Administration</p>	<ul style="list-style-type: none"> • The Dental/Oral Health Therapist will be responsible for overall effective clinic organisation and administration procedures. • Administration and management of clinical records in liaison with the dental assistant are in accordance with the established procedures of the Northland DHB Oral Health Service. • Ensure documentation and computerisation of all records and data collection is entered correctly in liaison with the dental assistant. • Overseeing the maintenance of equipment and management of stores is timely and correct.
<p>Team Participation</p>	<p>The Dental/Oral Health Therapist will work effectively as part of a team to achieve objectives</p> <ul style="list-style-type: none"> • Co-operative interaction takes place with the dental assistant at all times. • That communication with other dental staff in the wider team is cohesive and professional. • Effective training of the dental assistant is carried out where applicable.
<p>Communication</p>	<p>The Dental/Oral Health Therapist will interact effectively with patients, parents, caregivers, school staff, health professionals and the wider community.</p> <ul style="list-style-type: none"> • Communication, both verbal and written is effective. • Good public image and relations are developed and maintained. • A professional manner and appearance is maintained at all times.
<p>Oral Health Promotion</p>	<p>The Dental/Oral Health Therapist will implement effective oral health promotion messages and programmes to her patient group and wider community.</p> <ul style="list-style-type: none"> • Oral health promotion will be carried out in a professional manner, with due regard for the patient and community needs. • Liaison with health and community workers is timely and effective and carried out with due regard to cultural values. • A positive and innovative attitude is displayed to oral health promotion.

Key Responsibility Area	Expected Outcomes
<i>Treaty of Waitangi</i>	<ul style="list-style-type: none"> • Contribute to the promotion of the principles of Treaty of Waitangi and the involvement of Maori within the decision making process for their health and independence, within District Health Board management processes and procedures • Include the principles of the Treaty of Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Maori in a culturally appropriate and safe manner • Attend the Northland District Health Board Treaty of Waitangi Training
<i>Health & Safety</i>	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> – Practicing and observing safe work methods; – The use of safety equipment; – Reporting unsafe conditions or equipment; and – Reporting and documenting all accidents or incidents
<i>Privacy and Confidentiality</i>	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 1993, Health Information Privacy Code 1994, and Northland DHB's Privacy Policies and Procedures • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.



Person Specification

Education and Qualifications

Essential

- NZ Dental Therapist Certificate (MOH), Diploma in Dental Therapy (MOE), Bachelor of Oral Health or Bachelor of Health Science (Oral Health)
- Current Annual Practicing Certificate (DCNZ)
- Current NZ Driver's license

Desirable

Awareness and Understanding of

Essential

- The Treaty of Waitangi and its application to the health setting
- Privacy Act (1993) and Health Information Privacy Code (1994)
- Health and Safety at Work Act 2015

Desirable

- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills

- High standard of clinical skills
- Effective organisational and administration skills, with an ability to achieve results and outputs required.
- Ability to work independently and in a team environment.
- Good communication skills
- Sensitivity to different cultures.
- Illustrated ability to develop and utilise networks in a community

Personal Attributes

- Positive attitudes towards the policies of the Northland DHB Oral Health Service.
- Maintain good public relations and bicultural awareness, and act with due professionalism on all matters pertaining to the Northland DHB Oral Health Service.
- Professional appearance and a pleasant positive co-operative manner.
- Ability to work well, both on own, and also as part of a team.
- Willingness to update education and broaden knowledge base.
- Enjoy good health
- Manual dexterity
- Able to comply with the Company's non-smoking policy.



Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by:

Signature:

Date:

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title:

Signature of employee:

Date:

