

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

11 December 2017

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Registered Dental / Oral Health Therapists,
Community Dental Service

REPORTS TO (Title):

Clinical Manager, Community Dental Service for
professional leadership and performance

REPORTS ON A DAILY BASIS TO:

Clinical Team Leader, Community Dental Service.

PRINCIPAL OBJECTIVES

- To work in conjunction with team members to provide a high quality dental therapy service to patients in Canterbury and South Canterbury.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

- 1 OPH&R Community Dental Service Team
- 2 Clinical Team Leader & Clinical Manager, Dental/Oral Health Therapists and Dental Assistants
- 3 Service Manager, Clinical Director
- 4 Administration and support staff eg Quality Manager, H&S, IP&C. ISG. P&C
- 5 Call Centre, Facilities Co-ordinator. Logistic Co-ordinator
- 6 Hospital Dental Services

EXTERNALLY:

- 1 Patients/Clients and their families, whanau and communities
- 2 School Staff

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| 3 | Primary Care Health Professionals |
| 4 | Private Sector Dentists |
| 5 | Well Child Providers |

KEY PERFORMANCE OBJECTIVES:

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|----------------|--|
| Task 1 | <i>To provide high quality oral health care within scope of practice appropriate to the physical, social and cultural needs of pre-school and school age clients</i> |
| Measure | <ul style="list-style-type: none"> • Provides a dental service consistence with established policies, procedures and protocols • Participates in the service quality assurance activities • Manages assigned workload within service and contractual timeframes • Preserves Privacy and Confidentiality of information • Ensures IP&C standards are consistent and maintained with CDS procedures |
| Task 2 | <i>To maintain and update level of own professional development</i> |
| Measure | <ul style="list-style-type: none"> • Attends meetings, in-service training and courses relevant to the needs of the Dental Service and individual Dental/Oral Health Therapist • Actively participates in team meetings and the service quality improvement process • Develops and maintains a Professional Development Portfolio to meet registration requirements • Undertakes Performance Management in accordance with organisation policy |
| Task 3 | <i>To co-operatively manage and utilise team resources, and to provide effective and efficient patient care</i> |
| Measure | <ul style="list-style-type: none"> • Contribute to the Plan of work established and implemented in collaboration with other team members, Clinical Team Leader and Clinical Manager which prioritises areas of highest need across the Service patient group • Clinical information is entered accurately onto the electronic database. Information is forwarded to Community Dental Service Management Team as requested • Staffing resource requirements are regularly reviewed and communicated to ensure effective management of variations in demand and to respond to changes in service provision. |
| Task 4 | <i>To provide any other tasks negotiated with the Service Manager / Clinical Director</i> |
| Measure | <ul style="list-style-type: none"> • Additional tasks are completed |

WELLBEING, HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

- Current Annual Practising Certificate in Dental/Oral Health Therapy and Dental Hygiene, inclusive of diagnostic radiography in Dental Therapy Practice
- Degree in Dental Therapy and Dental Hygiene
- Current clean full drivers licence
- Previous dental experience an advantage
- Can demonstrate efficient computer skills

PERSONAL ATTRIBUTES:

Mandatory

Key Behaviours:

- Ability to "work together" in a truthful and helpful manner
- Ability to "work smarter" by being innovative and proactive
- Accepts responsibility for actions
- Demonstrates respect for others

Desirable

- Excellent communication skills
- Excellent organisational skills
- Awareness of and sensitivity to cultural diversity
- Flexible, adaptable, and open to change
- Pride in achieving high work standards
- Ability to work as an effective team member
- Familiar with electronic patient information program "Titanium" or similar

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.