

POSITION DESCRIPTION

21 October 2021

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 Therapist,
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/oral health therapy service to patients across the Community Dental Service.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1. OPH&R Community Dental Service Team including students
2. Clinical Team Leader & Clinical Manager, Dental/Oral Health Therapists and Dental Assistants
3. Service Manager, Clinical Director, Director of Allied Health
4. Administration and support staff e.g. 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
3. Primary Care Health Professionals
4. Private Sector Dentists
5. Well Child Providers
6. Tertiary education providers

KEY PERFORMANCE OBJECTIVES:

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 an assessment and treatment dental/oral health service consistence with established policies, procedures and protocols for both organisation and NZ Dental Council• Supports and works closely with Dental Assistants to provide quality patient/whanau care.• Ensures documentation and patient records are accurate, concise and timely and demonstrate compliance with required policies and standards• Participates in the service quality assurance activities and aligns with outcomes of continuous improvement activitiesManages assigned workload within service and contractual timeframes• Preserves Privacy and Confidentiality of information• Ensures IP&C standards are consistent and maintained with CDS procedures• Ensures compliance with organisational direction on wellbeing, leave care and keeping yourself well.• Upholds the principles of the Treaty of Waitangi and provides culturally appropriate care to patients and whanau, including tailoring education and whanau engagement as necessary• Upholds professional behaviours in line with DHB Code of Conduct and NZ Dental Council Standards Framework
Task 2	<i>To maintain and update level of own professional development</i>
Measure	<ul style="list-style-type: none">• Ensures mandatory training is up-to-date at all times• 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 including all aspects of the NZ Dental Council Standards Framework and working with children and whanau• Undertakes annual Performance Management in accordance with organisation policy• Undertakes peer review and audit as requested by the leadership team• Ensures continuous development includes aspects of culturally responsive care and care of children with disabilities to ensure equitable service delivery• Undertakes education and training as deemed appropriate by Clinical Manager/team leader
Task 3	<i>To co-operatively manage and utilise team resources, and to provide effective, efficient patient care that is responsive to service needs</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• Information is forwarded to Community Dental Service Management Team as requested

	and as per local process
	<ul style="list-style-type: none"> Staffing resource requirements are regularly reviewed and communicated to ensure effective management of variations in demand and to respond to changes in service provision.
	Maintain ongoing and effective communication with the line manager and professional leaders
	<ul style="list-style-type: none"> Proactively receive feedback and use reflection to improve performance Inform the Clinical Manager/Team Leader of any issues that may affect work performance Bring any issues around Health and Safety or Infection Prevention and Control to the attention of the Clinical Manager/Team Leader
Task 6	<i>To provide any other tasks negotiated with the Line Manager</i>
Measure	<ul style="list-style-type: none"> Supervision of oral health students as required and deemed appropriate by the Clinical Manager Training and ongoing development and supervision of Dental Assistants within the service including providing work placed assessment for qualification as deemed appropriate by the Clinical Manager. Provide clinical cover to areas as requested. Ensure duties are carried out in the best interests of the DHB and done so in a competent and effective manner

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
- Understand and preserve patient confidentiality at all times and be familiar with the requirements of the Privacy Act 1993 with regard to consent for distribution of information between carers and health professionals
- Be in a state of good personal health to carry out the duties expected of a dental/oral health therapist
- Accepts responsibility for actions
- Demonstrates respect for others
- **Desirable** Possess time management and organisational skills and an ability to prioritise work
- Be able to work under pressure
- Possess initiative, be self-motivated and able to work autonomously with minimal supervision
- Possess excellent written and verbal communication skills
- Be flexible and adaptable
- Be able to communicate effectively with a wide range of people in a manner appropriate to the

client group

- Demonstrate cultural awareness and have an understanding of human rights legislation.
- Demonstrate an ability to work well across different professional groups, including other staff groups working with children.
- Demonstrate a commitment to ongoing continuing professional development
- 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.