

POSITION DESCRIPTION

6 May 2022

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

Our Culture

At our DHB, we are committed to honouring the principles of Te Tiriti o Waitangi by ensuring our partnership with Māori are at the forefront of all our conversations. We are also committed to putting people at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone's differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.

POSITION TITLE:

Clinical Team Leader, Community Dental Service,
Older Persons Health & Rehabilitation

REPORTS TO (Title):

Clinical Manager, Community Dental Service

REPORTS ON A DAILY BASIS TO:

Clinical Manager, Community Dental Service.

PRINCIPAL OBJECTIVES

- To provide professional and clinical leadership and support to the Community Dental Service Team.
- To maintain a designated clinical case load as agreed with the Clinical Manager and Service Manager.
- To support the operational delivery of designated services and be responsible for assisting the respective Clinical Manager with the development, provision and monitoring of quality cost-effective clinical services.
- To work in partnership with the Clinical Manager to recruit, enable and extend the workforce to meet current and future service demands.
- To assist the Clinical Manager by accepting delegated responsibility for projects and roles as required.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

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

EXTERNALLY:

1	Patients/clients and their families and whanau
2	Allied Health Colleagues from other DHBs/organisations

3	Relevant regulatory bodies and professional organisations
4	Tertiary education providers
5	Other relevant stakeholders, e.g. suppliers, funding agencies
6	Private Sector Dentists
7	Primary Care Health Professionals, Students.

KEY PERFORMANCE OBJECTIVES:

<p>Task</p> <p>Expected Results</p>	<p><i>Provides professional and clinical leadership and support to staff</i></p> <ul style="list-style-type: none"> • Provides clinical leadership and support to Dental Therapists and Dental Assistants. • Delegated accountability for the daily coordination of a team of Community Dental Service staff • Builds a culture of excellence in professional conduct, personal responsibility and accountability, leading by example. • Fosters staff participation within interdisciplinary team environments which encourage and support service team approaches to achieve a high level of clinical effectiveness, productivity and efficiency. • Fosters an environment and culture that supports innovation and creativity in practice, continuous quality improvement, research teaching, supervision and training and development of staff. • Ensures that competency requirements, professional and credentialing standards and supervision requirements of staff are met. • Demonstrates in practice the principles of the Treaty of Waitangi, partnership, protection and participation and leads culturally responsive clinical practice within the team. • Maintains and develops professional networks with stakeholders e.g. relevant regulatory and professional bodies, and tertiary education providers.
<p>Task</p> <p>Expected Results</p>	<p><i>Maintains a designated clinical caseload as agreed with the Clinical Manager</i></p> <ul style="list-style-type: none"> • Undertakes a clinical case load as agreed with the Clinical Manager and Service Manager. • Fulfils responsibilities for own performance appraisal and clinical supervision. • Maintains a wide general knowledge of all clinical areas to whom services are provided and of contemporary professional practice. • Acts as a resource providing accurate advice to the professional workforce and across CDS regarding professional practice, standards and policies.
<p>Task</p> <p>Expected Results</p>	<p><i>Supports the operational delivery of designated services with the Clinical Manager and Logistic Coordinator</i></p> <ul style="list-style-type: none"> • Ensures the provision of high quality services within the team, aligned with professional standards and evidence based practice, and models of care across OPH&R. • Promotes effective interdisciplinary approaches to patient care and organisational management to ensure patient outcomes are maximised. • Provides accurate, timely and appropriate advice to the Clinical Manager on service provision and clinical matters e.g. clinical risk and patient safety, changes in clinical practice relevant to clinical responsibilities of staff. • Proactively enables training, support and development of the staff to ensure there are appropriate competencies and skill mix across the professional group to deliver service requirements.

Task

Assists the Clinical Manager with the development, provision and monitoring of quality cost-effective clinical services

Expected Results

- Participates and contributes to quality improvement activity, including peer review, clinical audit and research.
- Assists the Clinical Manager with the development and maintenance of quality management systems to optimise the quality of patient care.
- Ensures that staff are supported to participate and contribute to quality improvement activity, clinical audit, research, accreditation and peer review within the respective profession and across interdisciplinary teams and that learnings are shared and applied.
- Assists in the interpretation and application of information and data to facilitate patient flow and achieve service deliverables.

Task

Works in partnership with the Clinical Manager to recruit, enable and extend the workforce to meet current and future service demands.

Expected Results

- Supports and assists the Clinical Manager with the recruitment, selection, induction, training and development of the professional workforce.
- Supports and assists the Clinical Manager with performance appraisals, coaching and mentoring of staff.
- Ensures professional supervision of staff is undertaken as required by the profession and the CDHB Supervision Policy.
- Supports career growth and development of staff aligned with the CASP/Merit framework.
- Provides teaching to students and colleagues in other disciplines as required.
- Assists the Clinical Manager with the coordination of student training in a supportive learning environment with appropriate clinical supervision.
- Supports the mentorship of new graduates in line with direction from Director of Allied Health and Clinical Manager.

Task

Maintains a level of professional development as appropriate to the role.

Expected Results

- Identifies ongoing learning needs
- Role models exceptional standards of behaviour and professional conduct
- Maintains and/or extends knowledge and skill base required for effective performance.
- Participates and promotes professional networks and professional activities/opportunities.
- In partnership with the Clinical Manager, sets performance objectives for self-development during annual appraisal process.

Task

The Clinical Team Leader will undertake other duties as reasonably requested by the Clinical Manager from time to time.

Expected Results

- Leads and /or coordinates any specified projects/portfolios as delegated by the Clinical Manager within the profession and/or Allied Health across Older Persons Health & Rehabilitation.
- All other duties are carried out in a professional, efficient 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:

Essential

- Qualification in Dental Therapist/Oral Health Therapist recognised by the NZ Dental Council and a current Practising Certificate
- Membership of the relevant professional body
- Demonstrated broad experience as a Dental/Oral Health Therapist

EXPERIENCE:

Essential

- Broad clinical practice and professional experience
- Experience with clinical teaching/supervision, training and development of staff
- Experience of providing customer service
- A broad knowledge of the health and disability sector
- Project and quality improvement experience
- Demonstrated use of audit and evaluation
- Experience in the application of technology, information systems, research and innovation that has resulted in improved clinical practice and service delivery models
- Experience in fostering team development

PERSONAL ATTRIBUTES:

- Demonstrated leadership skills
- Excellent interpersonal skills and the ability to communicate across all disciplines and occupational groups
- Excellent administrative, organisational and time management skills
- Self-motivated and an ability to contribute to and accommodate change
- A working understanding of the Treaty of Waitangi, and demonstrated cultural competence
- Initiative and ability to work under pressure

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.
- Ability to provide inspirational and motivational leadership.

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.