



## DENTAL / ORAL HEALTH THERAPIST

The West Coast District Health Board (WCDHB) is committed to the principles of Te Tiriti o Waitangi Treaty of Waitangi and the objectives of all New Zealand Health and Disability strategies. This commitment prioritises meaningful engagement with Tangata Whenua at strategic and operational service levels and recognises that all staff have a responsibility to help eliminate disparities in health outcomes between Māori and non-Māori.

<b>Position title</b>	Dental / Oral Health Therapist	
<b>Reports daily to</b>	Clinical Co-ordinator, Community Dental Service (CDS)	
<b>Professional links</b>	<ul style="list-style-type: none"> <li>• Clinical Nurse Manager, Population Health</li> <li>• Director of Allied Health, Scientific &amp; Technical</li> </ul>	
<b>Key Relationships</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• WCDHB staff &amp; interprofessional teams</li> <li>• General Manager - Hauora Māori &amp; Team</li> <li>• Dental Therapists &amp; Dental Assistants</li> <li>• Dental Administrator</li> <li>• CDHB Clinical Director &amp; Public Health Dentist</li> <li>• CDHB / WCDHB Medical Officer of Health</li> <li>• Community &amp; Public Health</li> <li>• Allied Health, Scientific &amp; Technical staff</li> <li>• Infection Prevention &amp; Control CNS Laboratory</li> <li>• Paediatric Ward &amp; CNS Paediatrics</li> <li>• Allied Health Professional Development Facilitator</li> <li>• Occupational Health</li> <li>• Hospital Pharmacy</li> <li>• Population Health Team</li> <li>• Planning &amp; Funding</li> <li>• Secondary Care Specialists – Dental, Paediatric etc.</li> <li>• Senior Communications Advisor</li> <li>• Quality Team</li> <li>• Transport Officer</li> <li>• Facilities Manager</li> </ul>	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Consumers, children / tamariki, youth, iwi, hapu, whānau</li> <li>• Early Childhood Centre staff</li> <li>• School staff</li> <li>• NGOs and other health and disability support providers</li> <li>• Private Sector Dentists</li> <li>• Well Child Providers e.g. Plunket</li> <li>• South Island Alliance and any relevant specialty groups</li> <li>• West Coast Primary Health Organisation (PHO)</li> <li>• Primary Practice staff</li> <li>• Relevant regulatory bodies and professional organisations</li> <li>• South Island Alliance and any relevant specialty groups</li> <li>• Other community stakeholders</li> </ul>
<b>Role Purpose</b>	<p>To work in conjunction with team members to provide a high quality dental therapy service to children / tamariki and youth living on the West Coast</p> <p>In addition to the key performance objectives outlined in this position description, the role will comply with the Code of Conduct and competencies expected by the Dental Council of New Zealand relating to Dental / Oral Therapist scope of practice.</p>	



## ORGANISATIONAL VISION & VALUES:

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

### All activities of the WCDHB reflect the values of:

- Manaakitanga - caring for others
- Whakapapa – identity
- Integrity
- Respect
- Accountability
- Valuing people
- Fairness
- Whanaungatanga - family and relationships
- Pono - truth

### He mihi

*E ngā mana*

*E ngā reo*

*E ngā iwi o te motu*

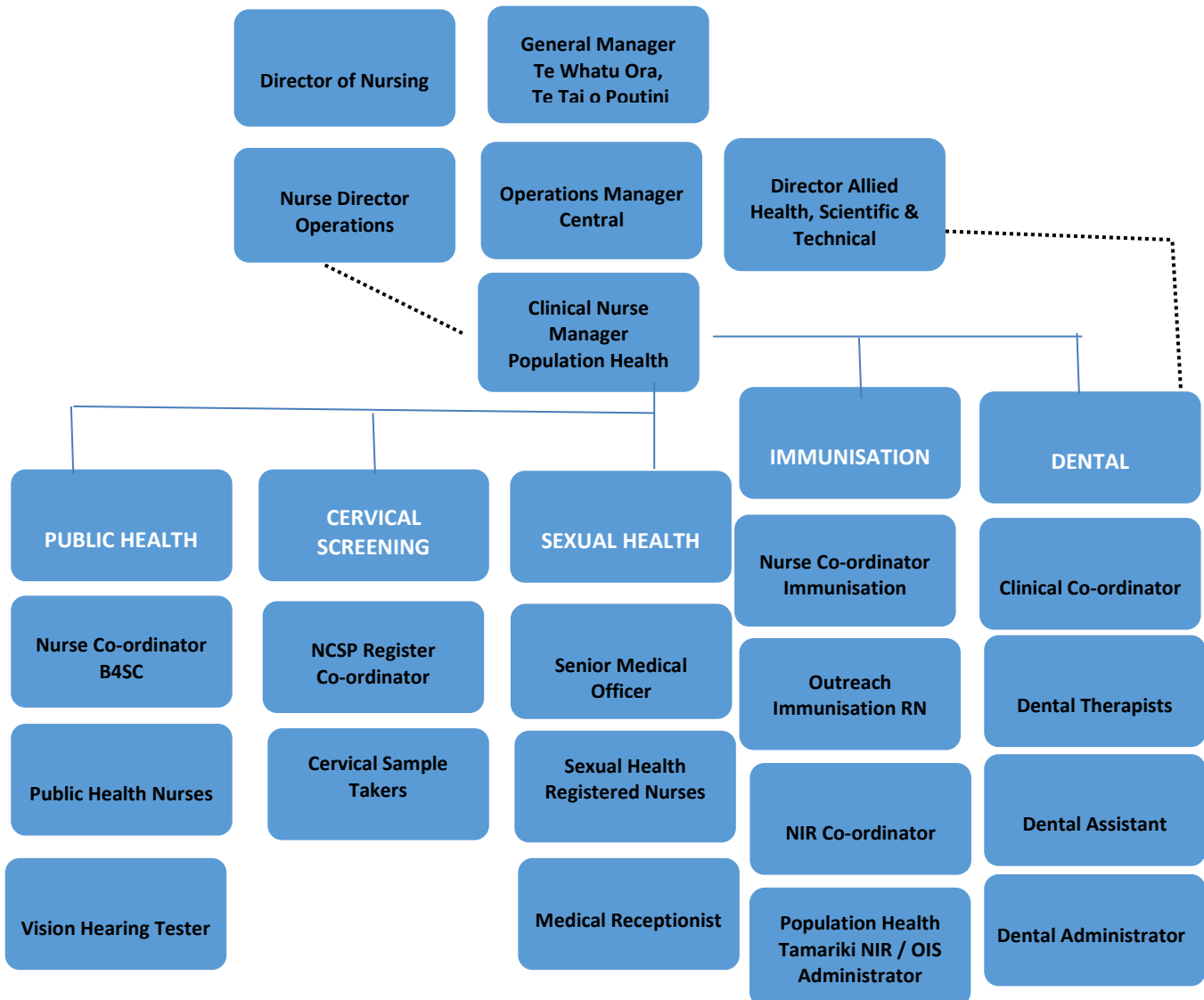
*Tēnei te mihi ki a koutou katoa*

### He whakatauki

*Ko tau rourou, ko taku rourou, ka ora ai te iwi*

With your contribution and my contribution, we will be better able to serve the people

## ORGANISATIONAL STRUCTURE





## Key Performance Objectives

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



## WELLBEING, HEALTH & SAFETY

- Observe all WCDHB 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 active role in the WCDHB'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 WCDHB staff member is responsible for ensuring a quality service is provided in his or her 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 professional, organisational and service policies and procedures

## PERSONAL SPECIFICATIONS

### Qualifications & Experience

#### Essential

- Dental Therapist / Oral Health Therapist recognised by the NZ Dental Council (inclusive of diagnostic radiography in Dental Therapy Practice)
- Current Practising Certificate
- Membership of the relevant professional body
- Demonstrated clinical / professional experience as a Dental / Oral Health Therapist
- Efficient skills in the application of technology, information systems
- CPR Certificate
- Current clean manual driver's license

#### Desirable

- Has or is working towards a Post Graduate qualification relevant to the profession
- Experience with clinical assessments / supervision, training and development of Dental Assistant staff
- Familiar with electronic patient information program "Titanium" or similar



Professional skills / attributes	Knowledge of (but not limited to)
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and the ability to communicate across all disciplines and occupational groups</li> <li>• Excellent administrative, organisational and time management skills</li> <li>• Self-motivated, flexible, adaptable and an ability to contribute to and accommodate change</li> <li>• Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services</li> <li>• Ability to collect and analyse data; recognising and responding to trends, and complying with nationally mandated criteria</li> <li>• Self-motivated, demonstrates drive and energy and persists in overcoming obstacles</li> <li>• Proven skills as a role model</li> <li>• Initiative and ability to work under pressure</li> <li>• Ability to be smoke, alcohol and drug free at work</li> <li>• Will comply with WCDHB vaccination requirements</li> </ul>	<ul style="list-style-type: none"> <li>• NZ Dental Council Code of Conduct</li> <li>• Employment Law</li> <li>• Health Practitioners Competence Assurance Act (2003)</li> <li>• Ottawa Charter</li> <li>• Treaty of Waitangi and its application to health</li> <li>• He Korowai Oranga / Māori Health Strategy (2002)</li> <li>• Misuse of Drugs Act (1977) and Regulations</li> <li>• Health and Disability Act</li> <li>• Health and Disability Commissioner (Code of Health and Disability Services Consumer’s Rights) Regulations (1996)</li> <li>• Privacy Act (1993) and Health Information Privacy Code (1994)</li> <li>• Health and Safety in Employment Act (2015)</li> <li>• New Zealand Health Strategy (2016)</li> </ul>

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.

Signed on behalf of West Coast District Health Board  
in this Position Description

I accept the terms and conditions as outlined

\_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_

Position \_\_\_\_\_

**Dental / Oral Health Therapist**

Date \_\_\_\_\_

Date \_\_\_\_\_

West Coast District Health Board

West Coast District Health Board