



Nelson Marlborough District Health Board

JOB DESCRIPTION

POSITION: Dental Therapist

RESPONSIBLE TO: Dental Therapist Team Leader

Our Vision:

NMDHB's vision is to work with the people of our community to promote, encourage and enable their health, wellbeing and independence.

Our Values:

***Respect* - We care about and will be responsive to the needs of our diverse people, communities and staff.**

***Innovation* - We will provide an environment where people can challenge current processes and generate new ways of working and learning.**

***Teamwork* - We create an environment where teams flourish and connect across the organisation for the best possible outcome.**

***Integrity* - We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.**

PURPOSE OF POSITION:

To promote and maintain a high standard of oral health, through prevention, education and treatment for all patients.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>1. Clinical – Oral Health</p> <ul style="list-style-type: none"> • Assess, diagnose and treat allocated patients • Prepare and implement patient Oral Care Plans • Ensure that the relationship with patients is based on informed consent • Conduct scheduled clinics in an efficient and effective manner • Ensure that electronic documentation accurately reflects patient condition and clinical decisions 	<p>Patients are correctly diagnosed, treated and monitored regarding the success of their treatment</p> <p>Patients are aware of the possible outcomes of treatment options and have given their consent accordingly</p> <p>Clinics are conducted according to set guidelines</p> <p>All patient information on the electronic management system is accurate</p> <p>All ROP's are responded to in a timely manner</p>
<p>2. Health Promotion and Education</p> <ul style="list-style-type: none"> • Develop individual oral health prevention plans for patients • Develop service oral health promotion and education programmes when required 	<p>Evidence that partnerships with patients, colleagues and other professionals are encouraged, maintained and enhance oral health.</p>
<p>3. Professional & Organisational Development</p> <ul style="list-style-type: none"> • Participate in audits and peer reviews (including a review of complex cases and critical events) on a regular basis • Contribute to the development and implementation of quality improvement activities within the Community Oral Health Service • Participate in and contribute effectively to meetings 	<p>Active participation in and positive contribution to reviews and quality improvement activities</p> <p>Attends courses, seminars and conferences where practicable and generally demonstrates knowledge of best practise methodologies and treatments</p>
<p>4. Internal & External Networks</p> <ul style="list-style-type: none"> • Consult with other health professionals regarding the care of patients as appropriate 	<p>Treatment partnerships with other health professionals are maintained and enhance patient care</p>
<p>5. General</p> <ul style="list-style-type: none"> • Other duties as negotiated with your Manager • Meet obligations contained in Appendix A 	<p>Demonstrated compliance with obligations in Appendix A</p>

<p style="text-align: center;">PERSON SPECIFICATION: DENTAL THERAPIST</p>
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QUALIFICATIONS

- Bachelor of Oral Health (BOH) or equivalent NZ qualification in Dental Therapy (as accepted by the NZ Dental Council)
- Current Annual Practising Certificate
- Current Drivers' Licence with no endorsements

KNOWLEDGE & EXPERIENCE

- Sound knowledge of oral health promotion
- Recent relevant dental experience preferable

SKILLS & ABILITIES

- Excellent verbal and written communication skills
- Computer skills
- Excellent time management and organisation skills
- Total commitment to client oriented care and quality standards

PERSONAL ATTRIBUTES

- Demonstrated ability to show personal initiative and motivation
- Ability to work/liaise closely with staff at all levels of the organisation
- Ability to work within a multidisciplinary team
- Ability to work under pressure, constantly prioritising as deadlines change
- Have integrity, the ability to work without supervision and respect the confidentiality and sensitivity of information
- Be sensitive to the clinical and cultural needs of staff, patients and the public
- Ability to work with a high degree of diplomacy and cooperation in order to provide quality service to internal and external clients
- Be versatile, innovative, flexible and possess the ability to adapt within a changing environment
- Committed to keeping up to date with relevant literature and ongoing self development
- Be able to demonstrate strong customer orientation
- Be able to travel if required
- Have an understanding of the Treaty of Waitangi

APPENDIX 1

General Responsibilities of an Employee of Nelson Marlborough District Health Board

1. Professional Responsibilities

As an employee of Nelson Marlborough District Health Board you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other NMDHB departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Legislation, Regulations and Board Policies

You are also required to be familiar with and adhere to the provisions of:

- all relevant acts and regulations,
- all Board, hospital and department policies,
- relevant procedure manuals,
- the "Employee Obligations" which accompany the Nelson Marlborough District Health Board's Disciplinary Policy and Procedures.

3. Risk Management

You are also required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

4. Occupational Health and Safety

You are also required to:

- Carry out your work in a healthy and safe manner.
- Encourage and assist others to work in the same way.
- Report and rectify any unsafe workplace conditions/practices.
- Complete an accident report for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operate with, support and promote occupational health and safety actions and initiatives in the workplace.
- Read and understand the health and safety manual, any relevant chemical information, and the emergency plan.
- Keep your knowledge of identified hazards up to date.

5. Security

You are also required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

6. Confidentiality

- Adhere to the Privacy Act 1993 and the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Strict confidentiality of patient, applicant and employee's information is maintained at all times.

7. Quality Improvement

- Employees should participate in quality improvement processes in their area of work.

8. Treaty of Waitangi

- Nelson Marlborough DHB is committed to its obligations under the Treaty of Waitangi.
- As an employee you are required to give effect to the principles of the Treaty of Waitangi, Partnership, Participation and Protection.

9. Smokefree

- Nelson Marlborough DHB is a Smokefree Organisation. This applies to all staff and contractors working within NMDHB buildings, grounds and vehicles. Staff are also obliged to comply with the policy and ensure all visitors, patients and others are informed of the policy. It also applies to Nelson Marlborough DHB staff employed on Board's business in the community.

Signed:.....

Date:.....

Appendix 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in job description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMDHB
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to enter clinical areas ¹ (except IDSS, Mental Health and Drug and Alcohol services) or work in the microbiology laboratory
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include those areas where patients undergo assessment, diagnostic investigation or treatment, such as wards, outpatient clinics, Rural Health Centres, Radiology, the Renal Unit, operating theatres, long-stay hospital-level care facilities, Physiotherapy and other allied health worker areas, Mental Health and Drug and Alcohol inpatient, outpatient, or community services

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery