

# NELSON MARLBOROUGH DISTRICT HEALTH BOARD

Te Wai Ora

## JOB DESCRIPTION Dental Therapist

**RESPONSIBLE TO:** Manager Oral Health Services

**KEY OBJECTIVE:** To promote and maintain a high standard of oral health, both by prevention and treatment methods for all patients.  
To ensure effective clinic administration, organisation and presentation.

**AREAS OF RESPONSIBILITY:**

<b>RESPONSIBILITIES</b>	<b>EXPECTED OUTCOMES</b>
<b>Clinical core tasks</b> <ul style="list-style-type: none"><li>• Provide assessment and care to patients according to the philosophy of the oral health service</li><li>• Provide oral health care for relief of pain patients</li><li>• Meet patient oral health educational requirements</li></ul>	Clinical care is provided in an effective and timely manner as shown by: <ul style="list-style-type: none"><li>- Gathering accurate information</li><li>- Oral health counselling given</li><li>- Through examination (observations)</li><li>- Accurate diagnosis (using diagnostic tools)</li><li>- Completing a full care plan</li></ul> and providing quality preventive, restorative and emergency care. Demonstrates effective management of clinical situations. Demonstrates respect and sensitivity towards the rights, beliefs and choices of patients and their families, and to members of the interdisciplinary team. Assists patients and families to understand their rights and responsibilities.
<b>Administrative</b> <ul style="list-style-type: none"><li>• Manage, organise and maintain day to day clinic groupings and administration functions</li><li>• Patient clinical notes and records are written up as required</li><li>• Resource management</li></ul>	Patient group is serviced within contractual guidelines.  All documentation is objective, legible, accurate and maintained within agreed timeframes.  Competent and efficient utilisation of resources.
<b>Maintain Effective Relationships and Communication Channels</b>	Maintains good working relationships and has effective communication with patients, their parents/caregivers, colleagues, management and education personnel.
<b>Personal and Team Development</b> <ul style="list-style-type: none"><li>• Participate in the multi-disciplinary team.</li><li>• Participate in Quality Assurance Programmes as required</li></ul>	Positively participates in multidisciplinary team and Quality Assurance programmes and meetings.  Contributes to ongoing appraisal for self and others.
<b>General</b> <ul style="list-style-type: none"><li>• Other duties as negotiated with your Manager</li><li>• Meet obligations contained in Appendix 1</li></ul>	Demonstrated compliance with obligations in Appendix 1.

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**PERSON SPECIFICATION  
Dental Therapist**

**QUALIFICATIONS:**

- Registered Dental Therapist with an annual practising certificate
- Dental Radiography Certificate for Dental Therapists is preferred
- Drivers licence with no restrictions

**EXPERIENCE:**

- Postgraduate and recent experience in the New Zealand School Dental Service preferred
- A sound knowledge of oral health promotion.

**SKILLS AND ABILITIES:**

- Excellent organisation and time management skills
- High standard of oral and written communication skills
- Demonstrated ability to work, relate well and positively participate in a multi-disciplinary team
- Sound interpersonal skills and the ability to communicate successfully with a wide range of people
- Able to be flexible with a dependable self reliant work attitude

**PERSONAL ATTRIBUTES:**

- Total commitment to patient oriented care and quality standards
- Have integrity, the ability to work without supervision and respect for the confidentiality and sensitivity of information
- Demonstrated ability to self motivate, use initiative and be accountable for own practice
- Be versatile and possess the ability to adapt within a changing environment
- Demonstrated commitment to exhibiting Cultural sensitivity
- Commitment to ongoing self development
- Knowledge of first aid procedures
- Ensure the Code of Patients Rights and Obligations is recognised
- Accountable for own practice

**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 practicing 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 Company Policies**

You are also required to:

- Be familiar with and adhere to the provisions of:
  - all relevant acts and regulations,
  - all company, 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.

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### 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:.....

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## Appendix 2

**The preferred candidate will be 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 <sup>1</sup> (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 <sup>2</sup>

<sup>1</sup>Clinical 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.

<sup>2</sup>Exposure-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