



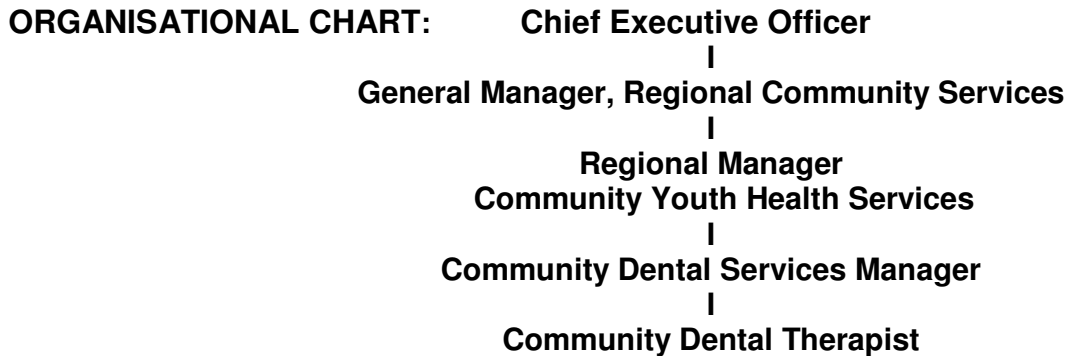
Position Description

**Dental Therapist – Dental Council NZ Registered
Community Dental Service**

POSITION NO: 19801-007

REPORT TO: Manager, Community Dental Service

CLINICALLY RESPONSIBLE TO: Principal Dental Officer
Dental Therapist Clinical Leader



FUNCTIONAL RELATIONSHIPS:

Community Dental Team Members
 Kaupapa Dental Service
 Dental Health Educators
 Public Health Nurses
 Principals, and Staff of Schools
 Board of Trustees
 Pre-school Providers
 Well Child Providers
 Dentists, Community Agencies,
 General Practitioners
 Employees of Bay of Plenty District Health Board
 Patients and their family, whanau

MAIN PURPOSE:
 To promote and provide a high quality dental service for children within the Bay of Plenty District Health Board area. This position requires a Registered Dental Therapist with a current Annual Practicing Certificate with the ability to work in partnership with patient/family/whanau.

Key Areas of Responsibility	Expected Outcomes	Performance Measures
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<p><u>Clinical Responsibility:</u> Assume responsibility for quality Dental Therapy care offered to Pre School and School age children (1-14 years)</p>	<p>The dignity and humanitarian needs of the children, their families/whanau, and cultural background are taken into account.</p> <p>Effective interpersonal relationships with the children and family/whanau are maintained and handled sensitively and with confidentiality.</p> <p>Appropriate communication and explanations are given and options outlined in obtaining informed consent in compliance with HPCA Act 2003.</p> <p>Appropriate patient assessment, individual care plan and oral health outcomes are provided.</p> <p>The workload is identified and prioritized. Work is carried out in timely manner.</p> <p>Maintenance of Scopes of Practice to meet Dental Council of New Zealand requirements.</p>	<p>Has a current Community Profile which defines needs and expectations of patient group.</p> <p>Customer Satisfaction Survey.</p> <p>No. of children assessed monthly: a) Annual Recall b) Bi-Annual Recall. c) Recall criteria justified d) Enrolments – pre-school and school age</p> <p>Informed Consent followed and actioned appropriately within required timeframes.</p> <p>No. of preventative/restorative treatments monthly. No. of dental related contacts monthly. No. of referrals to other specialist services monthly.</p> <p>No. of completions monthly. Arrears management plan. Service work plan met.</p> <p>DCNZ Annual Practising Certificate maintained and displayed.</p>
<p><u>Quality Assurance:</u> To maintain and demonstrate continuous quality improvement to practice.</p>	<p>A high level of satisfaction with service delivery to meet patient need, service work plan funder/provider expectation.</p> <p>Standards are met. Policy, protocols, procedures and guidelines of Community Dental Services, Dental Council New Zealand and N.Z. Dental Therapist Association are followed.</p> <p>BOP DHB and DCNZ Ethical standards of conduct are practiced. Health and Disability Services Consumers' Rights are followed.</p>	<p>Audit Customer Satisfaction Survey</p> <p>Audit</p> <p>Complaints Audit</p> <p>Documentation Audit</p>

	<p>Appraisals meet the standards required by the Service. Clinical reviews by Principal Dental Officer, Specialist Clinician or peer are an expected part of clinical practice.</p> <p>Efficient and effective use of operative time is maintained to reach desired outcomes and agreed workload.</p> <p>Diagnostic and practical expertise is maintained and developed so that new knowledge and techniques are incorporated. Dental radiography is used appropriately to assist with best practice outcomes.</p> <p>APC requirements are met.</p> <p>BOPDHB and Community Dental Service Health and Safety reporting and audits completed appropriately.</p> <p>Efficient and effective use of equipment and consumables</p>	<p>Performance Appraisal – minimum 2 yearly</p> <p>Audit Arrears management - monthly Work plan management - monthly</p> <p>Meets Registered Practitioner Continuing professional development requirements.</p> <p>Identify own learning needs. Learning Plan in Performance Development Review met.</p> <p>Reportable Events, Hazard Register, monthly audits</p> <p>Performance appraisal. Self Audit tools.</p>
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<p><u>Documentation & Correspondence:</u> Provide necessary documentation.</p>	<p>Documentation data collection, correspondence records and referrals are accurate, timely and complete.</p> <p>Clinical documentation for referrals are written succinctly and state why referral falls outside scope of practice, patient care is compromised or treatment options are restricted within the Community Dental Service.</p> <p>Professional correspondence and communication between colleagues and other professional networks is patient focused, respectful and clinically based.</p> <p>Dental records accurately reflect the oral health status of the patient. The record fulfills the patient identity requirement of the service. The record clearly sets out the care plan.</p>	<p>Audit</p> <p>Audit</p> <p>Performance Appraisal</p> <p>Performance Appraisal</p>
<p>To demonstrate a commitment to BOP DHB mission statement and values. To demonstrate a commitment to the Community Dental Service values statement.</p>	<p>Demonstrate a measurable commitment to the Treaty of Waitangi, the principles of partnership and good faith.</p> <p>Demonstrates a commitment to providing high quality services without compromising contract obligation.</p> <p>Demonstrates a commitment to improving the dental health status of the target population.</p> <p>Shows a commitment to focus on community needs.</p> <p>Work plans are discussed and met with monthly reports.</p> <p>A culture of team-work, openness and trust.</p>	<p>Customer Satisfaction Survey.</p> <p>Audit</p> <p>Audit</p> <p>Promotes BOP DHB approved initiatives.</p> <p>Appropriate recall and arrears management for patient groups.</p> <p>Active participation in team planning, arrears management and clinical discussions.</p>
<p>To demonstrate principals of good performance management</p>	<p>Participates in Annual Performance Development and Clinical Performance Appraisal</p>	<p>Annual Performance Development Review and Clinical Performance Appraisal from Service Management Team or peer.</p>

DENTAL THERAPIST

Person Specifications

Essential Criteria

- Registered Dental Therapist with current Dental Council NZ APC
- Commitment to the Treaty of Waitangi and the principles of partnership, participation and protection
- Demonstrated ability to work in partnership with client / family / whanau
- Recent proven clinical experience
- Demonstrates highly developed communication skills
- Demonstrates highly developed daily planning and organisation skills
- Demonstrated ability to impart and share knowledge with other health professionals
- Full Drivers Licence without restrictions

Desirable Criteria

- Dental Radiography Scope of Practice
- Dental Radiography Diagnostic Scope of Practice
- Pulpotomy Scope of Practice
- Anterior restoration experience

Personal Attributes

- Embraces change as a positive opportunity
- Thinks laterally and is flexible
- Demonstrates drive and initiative
- Enthusiasm, energy and a sense of humour
- Pro-actively challenges the norm
- Solution orientated
- A team player