Position Description
Dental Therapist – Dental Council NZ Registered
Community Dental Service

REPORT TO: Manager, Community Dental Service

CLINICALLY RESPONSIBLE TO: Principal Dental Officer
Dental Therapist Clinical Leader

ORGANISATIONAL CHART:
Chief Executive Officer
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General Manager, Regional Community Services
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Regional Manager
Community Youth Health Services
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Community Dental Services Manager
\vert
Community Dental Therapist

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

The Bay of Plenty District Health Board
The District Health Board’s fundamental purpose it to work within the resources allocated to it to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.
Vision: Healthy, thriving communities
Mission: Enabling communities to achieve good health and independence and ensure access to high quality services.
Values: C Compassion
        A Attitude
        R Responsiveness
        E Excellence

**MAIN PURPOSE:**
To promote and provide a high quality dental service for children and adolescents 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.

<table>
<thead>
<tr>
<th>Key Areas of Responsibility</th>
<th>Expected Outcomes</th>
<th>Performance Measures</th>
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<tbody>
<tr>
<td><strong>Clinical Responsibility:</strong> Assume responsibility for quality Dental Therapy care offered to Pre School and School age children and or adolescents (0-18 years)</td>
<td>The dignity and humanitarian needs of the children, their families/whanau, and cultural background are taken into account. Effective interpersonal relationships with the children and family/whanau are maintained and handled sensitively and with confidentiality. Appropriate communication and explanations are given and options outlined in obtaining informed consent in compliance with HPCA Act 2003. Appropriate patient assessment, individual care plan and oral health outcomes are provided. The workload is identified and prioritized. Work is carried out in timely manner. Maintenance of Scopes of Practice to meet Dental Council of New Zealand requirements.</td>
<td>Has a current Community Profile which defines needs and expectations of patient group. Customer Satisfaction Survey. No. of children assessed monthly: a) Annual Recall b) Bi-Annual Recall. c) Recall criteria justified d) Enrolments – pre-school and school age Informed Consent followed and actioned appropriately within required timeframes. No. of preventative/restorative treatments monthly. No. of dental related contacts monthly. No. of referrals to other specialist services monthly. No. of completions monthly. Arrears management plan. Service work plan met. DCNZ Annual Practising Certificate maintained and displayed.</td>
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<td><strong>Quality Assurance:</strong> To maintain and demonstrate continuous quality improvement to</td>
<td>A high level of satisfaction with service delivery to meet patient need, service work plan</td>
<td>Audit Customer Satisfaction Survey</td>
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<td>Practice</td>
<td>funder/provider expectation. Standards are met. Policy, protocols, procedures and guidelines of Community Dental Services, Dental Council New Zealand and N.Z. Dental Therapist Association are followed. BOP DHB and DCNZ Ethical standards of conduct are practiced. Health and Disability Services Consumers’ Rights are followed. 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. Efficient and effective use of operative time is maintained to reach desired outcomes and agreed workload. 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. APC requirements are met. BOPDHB and Community Dental Service Health and Safety reporting and audits completed appropriately. Efficient and effective use of equipment and consumables Follows infection control processes according to organization and service policies. Environmental cleaning in mobile facilities as per the cleaning schedule as required.</td>
<td>Audit</td>
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<td>Documentation &amp; Correspondence:</td>
<td>Documentation data collection, correspondence records and referrals are accurate, timely and complete.</td>
<td>Audit</td>
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<td>Provide necessary documentation.</td>
<td>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.</td>
<td>Audit</td>
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<td>Professional correspondence and communication between colleagues and other professional networks is patient focused, respectful and clinically based.</td>
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<td>Performance Appraisal</td>
</tr>
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<td>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.</td>
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<td>Performance Appraisal</td>
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<td>To demonstrate a commitment to BOP DHB mission statement and values. To demonstrate a commitment to the Community Dental Service values statement.</td>
<td>Demonstrate a measurable commitment to the Treaty of Waitangi, the principles of partnership and good faith.</td>
<td>Customer Satisfaction Survey.</td>
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<td>Demonstrates a commitment to providing high quality services without compromising contract obligation.</td>
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<td>Audit</td>
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<td>Demonstrates a commitment to improving the dental health status of the target population.</td>
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<td>Audit</td>
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<td>Shows a commitment to focus on community needs.</td>
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<td>Promotes BOP DHB approved initiatives.</td>
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<td>Work plans are discussed and met with monthly reports.</td>
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<td>Appropriate recall and arrears management for patient groups.</td>
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<td>A culture of team-work, openness and trust.</td>
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<td>Active participation in team planning, arrears management and clinical discussions.</td>
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<td>Any other reasonable duties requested by Community Dental Service Management Team.</td>
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Dental Therapist JD Aug 2011
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

HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003
1. You are required to maintain your current competency based practicing certificate
2. You must notify Manager of any changes to scope or conditions on practice (determined by Regulatory Authority)
3. You must complete the requirements of any competency programme
4. You must notify employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation

HEALTH AND SAFETY
You are expected to meet the health and safety requirements set out in BOPDHB policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

TREATY OF WAITANGI/CULTURAL COMPETENCIES
BOPDHB is committed to the principles of the Treaty of Waitangi

The Bay of Plenty District Health Board is a smokefree environment
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