Position Description

Position Title: Dental /Oral Health Therapist
Service Group: Community Health 4 Kids
Team: Community Dental Service
Reports to: Manager, Community Dental Service
Approved by: Karen Smith, Business leader, Regional Community Services
Date: 15.01.2018

The Bay of Plenty District Health Board
The District Health Board's fundamental purpose is 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
Our Values: Compassion, All-one-team, Responsive, Excellence

The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

Primary Purpose
This position requires a Dental Council NZ Registered Oral Health Therapist/ Dental Therapist with a current Annual Practicing Certificate to provide and promote a high quality dental therapy service for children and adolescents within the Bay of Plenty District Health Board area with the ability to work in partnership with patient/family/whanau.
<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Outcomes</th>
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<tbody>
<tr>
<td><strong>Clinical Responsibility:</strong></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 prioritised. Work is carried out in timely manner. Maintenance of Scopes of Practice to meet Dental Council of New Zealand requirements.</td>
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| Assume responsibility for quality Dental Therapy care offered to Pre School and School age children and or adolescents (0-18 years) | • Dental Therapy Practice Evaluation  
• Dental Therapy Documentation Audit  
• Meets performance targets  
• Meets service delivery plan expectations  
• Annual Performance Development Review |
| **Documentation & Correspondence**                       |                                                                                                   |
| Provide necessary documentation.                         |                                                                                                   |
| **Quality Assurance**                                    | Standards are met. Policy, protocols, procedures and guidelines of Community Dental Services, Dental Council New Zealand and NZDOHTA are followed. BOPDHB and DCNZ Ethical standards of conduct are practiced. Health and Disability Services Consumers’ Rights are followed. Follows infection control processes according to DCNZ, organisation and service policies. APC requirements are met. Efficient and effective use of equipment and consumables Environmental cleaning in mobile facilities as per the cleaning schedule as required. |
| To maintain and demonstrate continuous quality improvement to practice. | • Annual Performance Development Review |
| **Health and Safety**                                    |                                                                                                   |
| Participates in and complies with the requirements of the Health & Safety at Work Act 2015 and associated BOPDHB policies. |                                                                                                   |
| **Risk Minimisation and Quality**                        |                                                                                                   |
| Actively contributes to risk management and quality activities within the service |                                                                                                   |
| Level 4 CPR is maintained                                |                                                                                                   |
### Team Member
Individual responsibilities, actions and contributions enhance the success of the area/service/team and division.

- Annual Performance Development Review

### Complies with Te Tiriti o Waitangi (Treaty of Waitangi)

- Annual Performance Development Review

### Complies with BOPDHB Shared Expectations

- Annual Performance Development Review

### Personal and Professional Development
Assumes responsibility for personal and professional / work education and development

- Annual Personal Development plan is included with the Annual Performance Development Review

### Perform such other duties as may be reasonably required by the Manager, Community Dental Service.

- All additional duties are performed in an efficient manner, to the required standard and within a negotiated timeframe

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### Key Relationships

<table>
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<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>• Principal Dental Officer</td>
<td>• Regional Dental Providers</td>
</tr>
<tr>
<td>• Community Dental Service Manager</td>
<td>• Well Child Providers</td>
</tr>
<tr>
<td>• Clinical Leader – Dental Therapy</td>
<td>• General Practitioners</td>
</tr>
<tr>
<td>• Senior Dental Assistant</td>
<td>• Te Manu Toroa</td>
</tr>
<tr>
<td>• BOPDHB Community Dental Team</td>
<td>• Parents</td>
</tr>
<tr>
<td>• BOPDHB Oral Health Promotion Team</td>
<td>• Clients of the Service</td>
</tr>
<tr>
<td>• Community Child Youth Health Service Team</td>
<td>• School Staff and Boards Of Trustees</td>
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<tr>
<td></td>
<td>• Pre-school</td>
</tr>
<tr>
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<td>• Kohanga Reo Staff</td>
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### Person Specification

<table>
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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>Dental Council NZ Registration and Current APC or pending Dental Council NZ on graduation.</td>
<td>• BoH or BHSc</td>
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<td></td>
<td>• Dental Radiography Scope of Practice</td>
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<tr>
<td></td>
<td>• Dental Radiography Diagnostic Scope of Practice</td>
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<tr>
<td></td>
<td>• Pulpotomy and Stainless Steel Crown Scope of Practice</td>
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<td>• Driver’s Licence or Restricted Driver’s Licence with a plan on attaining full licence.</td>
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Experience

- Recent clinical experience within New Zealand

Values

- Demonstrates behaviours consistent with the BOPDHB CARE values and Shared Expectations.

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All BOPDHB sites are smokefree environments.

Health Practitioners Competence Assurance Act 2003

1. You are required to maintain your current competency based practicing certificate.
2. You must notify your 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 your 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.

Vulnerable Children Act 2014

Due to this position having contact with children and the BOPDHB’s commitment to child protection, you will be subject to ‘safety checks’ under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.
## Compassion

- Cares about other people. Has empathy and understanding.
- Treats everyone with respect regardless of their views, role or background. Value differences. Culturally competent.
- Notices, acknowledges and appreciates people's efforts and achievements, gives praise, making people feel valued.

### We want to see
- Cared for and respected
- Treated with respect and cultural sensitivity
- Valued and engaged

### We don't want to see
- Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn't act if someone's dignity is suffering.
- Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.
- Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.

## All-one-team

- Shares knowledge and information openly and honestly, clearly explains and updates people on what's happening.
- Takes time to listen to others, is interested in their views. Invites people to ask questions and share concerns or ideas.
- Involves patients, whānau and colleagues as equal partners. Builds teams and relationships to achieve the best outcomes.

### We want to see
- Clear about what's happening
- Listened to
- Involved in a partnership model

### We don't want to see
- Withholds knowledge and information, leaves people confused or in the dark.
- Doesn't listen, talks over people, dismisses or puts people down, makes decisions without consultation.
- Doesn't trust or involve people in things that affect them. Excludes, overrides, micro manages.

## Responsive

- Friendly, polite, approachable, warm. Introduces themselves. Creates a happy environment. Smiles when appropriate.
- Shows kindness. Is attentive to people's needs, supportive, helpful and willing. Often goes the extra mile for people.

### We want to see
- Positively welcomed
- Supported, so they would want to be cared for or work here
- We are flexible and efficient, and use resources wisely

### We don't want to see
- Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying "I'm too busy".
- Passes the buck, says "it's not my job", unsupportive, does not take responsibility and leaves work for others.
- Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.

## Excellence

- Chooses to take a positive, will-do attitude. Looks for solutions. Uses positive words and actions to good effect.
- Aims for the best results, always learning, developing skills, knowledge, and ways of doing things, and helping others to.
- Consistently follows agreed, safe, best-practice.
- Seeks, welcomes and gives constructive feedback, speaks up when they have a concern, coaches others' behaviour.

### We want to see
- Part of a positive culture of high achievement
- Things are always improving
- Safe
- We are role models who are open to feedback

### We don't want to see
- A negative attitude, often moaning, complaining or grumpy. Focuses on problems.
- Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.
- Inconsistent, cuts corners, closed to new evidence.
- Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.