

**POSITION DESCRIPTION**

**POSITION:** Hospital Dental Surgeon – District wide cover

**RESPONSIBLE TO:** Clinical Head of Department – Hospital Dental Services

**Health New Zealand | Te Whatu Ora (Nelson Marlborough)**

**Our vision:** All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.

**Our mission:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

**Our Values – Ā Mātou Uara:**

**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 THE POSITION**

To work in a multidisciplinary team providing efficient Hospital Dental Services to provide district wide cover and contribute to 1:6 on-call in Nelson

To provide appropriate and timely advice to manager/Clinical Head of Department – Hospital Dental Services on matters pertaining to the practice of hospital dentistry

To advise and assist medical colleagues in care of patients

To foster positive attitudes to Oral Health

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Clinical – Oral Health</b></p> <ul style="list-style-type: none"> <li>• Assess, diagnose and treat allocated outpatients and in-patients</li> <li>• Prepare and implement patient Oral Care Plans</li> <li>• Ensure that the relationship with patients is based on informed consent</li> <li>• Conduct scheduled outpatient clinics in an efficient and effective manner</li> <li>• Partake in the on-call roster</li> <li>• Ensure that documentation accurately reflects patient condition and clinical decisions in the specified time frame</li> </ul>	<ul style="list-style-type: none"> <li>• Patients are correctly diagnosed, treated and monitored regarding the success of their treatment</li> <li>• Patients are aware of the possible outcomes of treatment options and have given their consent accordingly</li> <li>• Outpatient clinics are conducted according to set guidelines</li> <li>• 24 hour on call for dento-alveolar trauma, cellulitis of oral origin and uncontrolled bleeding</li> <li>• All documentation is readable, completed to agreed timeframes and standards</li> </ul>
<p><b>Health Promotion and Education</b></p> <ul style="list-style-type: none"> <li>• Develop individual oral health prevention plans for patients</li> <li>• Develop service oral health promotion and education programmes when required</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that partnerships with patients, colleagues and other professionals are encouraged, maintained and enhance oral health</li> </ul>
<p><b>Professional &amp; Organisational Development</b></p> <ul style="list-style-type: none"> <li>• Participate in audits and peer reviews (including a review of complex cases and critical events) on a regular basis</li> <li>• Contribute to the development and implementation of quality improvement activities within the dental department and the wider hospital environment</li> <li>• Contribute to oral health meetings and meetings with management</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated participation in and positive contribution to reviews and quality improvement activities</li> <li>• Attends courses and conferences and generally demonstrates knowledge of best practise methodologies and treatments</li> <li>• Contributes to oral health planning</li> <li>• A quality customer focused service is provided at all times, using best practice</li> </ul>
<p><b>Internal &amp; External Networks</b></p> <ul style="list-style-type: none"> <li>• Consult with other health professionals regarding the care of patients as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Treatment partnerships with other health professionals are maintained and enhance patient care</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager</li> <li>• Meets obligations contained in Appendix 1 &amp; 2</li> </ul>

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- Bachelor of Dental Surgery or equivalent eligible for vocational registration in New Zealand
- Current Annual Practising Certificate

### **EXPERIENCE**

- Previous experience in hospital/special needs dentistry is essential

### **KNOWLEDGE AND SKILLS**

- Excellent verbal and written communication skills
- Excellent time management and organisation skills
- Total commitment to client-oriented care and quality standards
- Basic /intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with NM District Information Technology policies

### **PERSONAL ATTRIBUTES**

- Demonstrated ability to show personal initiative and motivation
- Be able 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 needs of staff, patients and the public
- Have a pleasant disposition, sense of humour and 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 and up to date with relevant literature and ongoing self development
- Have previously demonstrated strong customer orientation
- Have an understanding of the Treaty of Waitangi

## APPENDIX 1

### General Responsibilities of an Employee of Health New Zealand | Te Whatu Ora (Nelson Marlborough)

#### **1. Professional Responsibilities**

As an employee of Health New Zealand, 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 Health New Zealand 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. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information, and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) 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-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health New Zealand are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

Health New Zealand is committed to identifying, supporting, and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve, and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.

- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **5. Legislation, Regulations and Board Policies**

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

- All relevant acts and regulations
- All Board, hospital, and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health New Zealand’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

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

## **7. Risk Management**

You are 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.

## **8. Security**

You are 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.

## **9. Treaty of Waitangi**

Health New Zealand 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.

## **10. Smokefree**

Health New Zealand is a Smokefree Organisation. This applies to all staff and contractors working within Health New Zealand buildings, grounds, and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health New Zealand staff employed on Board business in the community.

## 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 Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health New Zealand
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 work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> <li>• a chronic skin condition</li> <li>• been working in an overseas healthcare facility in the last year</li> <li>• been MRSA-positive in the last year</li> </ul>
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 inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<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.