

# Health New Zealand

## Te Whatu Ora

### Nelson Marlborough

Position Description			
Position Title:	Dental Therapist / Oral Health Therapist		
Responsible to:	Team Leader Community Oral Health Service		
Professionally Accountable to:	Clinical Director Community Oral Health Service		
Health NZ   Te Whatu Ora Nelson Marlborough Delegation Level:	NA		
Number of direct reports:	Nil		
Date:	March 2024		
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 / Manaakitanga	Innovation / Auaha	Team Work / Whakarāmemene	Integrity / Ngākau Tapatahi
<p>We care about, and will be responsive to, the needs of our diverse people, communities and staff.</p> <p>kia horahia te manaakitanga ki ngā iwi katoa me nga hāpori, kaimahi hoki</p>	<p>We will provide an environment that generates new ways of working and learning.</p> <p>kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori</p>	<p>We create an environment where teams flourish and connect across Health NZ   Te Whatu Ora Nelson Marlborough.</p> <p>kia whakarāmemene i ngā kaipupuni hauora kātoa</p>	<p>Openness and honesty in all our dealings.</p> <p>kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa</p>
ROLE PERSPECTIVE			
The position is central to the delivery of Community Oral Health services, collaborating with patients and whānau, communities, colleagues and services.			
PURPOSE OF ROLE			
<ul style="list-style-type: none"> <li>To provide safe, effective, evidence-based assessment and intervention.</li> <li>To promote and maintain a high standard of oral health care, both by prevention and treatment methods for all patients.</li> <li>To function across various areas and a range of both specific and broad practice.</li> <li>To ensure effective clinic administration, organisation and presentation.</li> <li>To support a team approach to oral health care</li> </ul>			

## KEY RELATIONSHIPS AND AUTHORITIES

Key Relationships within Health NZ Nelson Marlborough	Key relationships external to Health NZ Nelson Marlborough
<ul style="list-style-type: none"> <li>• Patients, relatives</li> <li>• Families and whānau</li> <li>• Other Oral Health Service staff</li> <li>• Te Waka Hauora</li> <li>• Public Health Services</li> <li>Clinical Staff</li> </ul>	<ul style="list-style-type: none"> <li>• NGO Māori Providers</li> <li>• NGO - Community</li> <li>• GP's and Primary care</li> <li>• Schools</li> </ul>

Key Accountabilities	Examples of successful delivery of duties and responsibilities
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### Leadership & Management / Te Ārahi me te Whakahaere

<ul style="list-style-type: none"> <li>• Manage, organise and maintain day to day clinics and administration functions.</li> <li>• Patient clinical notes and records are written up as required.</li> <li>• Resource management</li> </ul>	<ul style="list-style-type: none"> <li>• Patient group is serviced within contractual guidelines.</li> <li>• All documentation is objective, legible, accurate and maintained within agreed timeframes.</li> <li>• Competent and efficient utilisation of resources.</li> </ul>
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### Clinical Practice / Te Mahi Haumanu

<ul style="list-style-type: none"> <li>• Provide assessment and care to patients according to the 'strategic priorities' 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>	<ul style="list-style-type: none"> <li>• 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> </ul> </li> <li>• Completing a full care plan and providing quality preventive, restorative and emergency care.</li> <li>• Demonstrates effective management of clinical situations.</li> <li>• Demonstrates respect and sensitivity towards the rights, beliefs and choices of patients and their families, and to members of the interdisciplinary team.</li> <li>• Assists patients and families to understand their rights and responsibilities.</li> </ul>
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### Teaching & Learning / Ako Atu, Ako Mai

<ul style="list-style-type: none"> <li>• Participate in the multi-disciplinary team.</li> <li>• Fosters effective therapeutic relationships with patients and parents/caregivers to support effective communication of information and health knowledge.</li> <li>• Develops and maintains good working relationships and has effective communication, colleagues, management and education personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participates in multidisciplinary team teaching and learning activities</li> <li>• Contributes to ongoing appraisal for self and others.</li> <li>• Participates in annual performance reviews and process of performance goals and identifying areas for professional development</li> <li>• Participates in mentorship of students, new graduates and new members of staff</li> </ul>
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Service Improvement and Research / Te Whakapai Ratonga me te Rangahau	
<ul style="list-style-type: none"> <li>Participates in the Quality and Improvement and Assurance Programmes as required.</li> </ul>	<ul style="list-style-type: none"> <li>Participants in the COHS Quality programme and contributes actively to quality assurance and improvement processes in your area of work.</li> <li>A quality, customer-focused service is provided at all times, which follows best practice.</li> </ul>
Professional Competencies	
<ul style="list-style-type: none"> <li>Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>You have an up-to-date professional development plan.</li> </ul>
Professional Development - self	
<ul style="list-style-type: none"> <li>Identifying areas for professional development.</li> <li>Participates in the organisation performance development process</li> </ul>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with line manager / professional leader.</li> <li>Performance objectives reviewed annually with the line manager / professional leader</li> </ul>
Other Duties	
<ul style="list-style-type: none"> <li>Works across the oral health hubs and on the mobile service as requested.</li> <li>Other duties as agreed with your Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Meet obligations contained in Appendix 1 &amp; 2.</li> </ul>

**General Responsibilities of an Employee of Nelson Marlborough Health – Appendix 1**

PERSON SPECIFICATIONS		
	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Registered New Zealand Dental Therapist / Oral Health Therapist with an annual practising certificate</li> <li>Dental Radiography Certificate for Dental Therapists is desirable</li> <li>Driver's licence with no restrictions</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>New graduate position</li> <li>A sound knowledge of oral health promotion</li> <li>Basic knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook</li> <li>Keeps up to date with available information technology relevant to position</li> <li>Understands and complies with Health NZ Nelson Marlborough Information Technology policies</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Excellent organisation and time management skills</li> <li>High standard of oral and written communication skills</li> <li>Demonstrated ability to work, relate well and positively participate in a multidisciplinary team</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sound interpersonal skills and the ability to communicate successfully with a wide range of people</li> <li>• Understanding of the Code of Patients’ Rights and Obligations</li> <li>• Understanding of Te Tiriti o Waitangi, equity and culturally safe practice</li> <li>• Knowledge of first aid procedures</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Total commitment to patient-oriented care and quality standards</li> <li>• High level of integrity, dependability and professional conduct</li> <li>• Highly committed in regard to the responsibilities of autonomous practice including professional accountability, professional development, self-motivation, using initiative.</li> <li>• Be flexible, versatile, and adaptable within a changing environment and changing priorities.</li> <li>• Committed to supporting the team and contributing positively to the oral health team</li> </ul>	

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

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

As an employee of Health NZ Nelson Marlborough, 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 NZ Nelson Marlborough 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 NZ Nelson Marlborough 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 NZ Nelson Marlborough 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 NZ Nelson Marlborough’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 NZ Nelson Marlborough 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 NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough 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 NZ Nelson Marlborough 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 NZ Nelson Marlborough
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.

### CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.