
Hawke's Bay

District Health Board

Position Profile

Position Title	Dental Therapist
Date	June 2008
Completed by	Claire Caddie

Dental Therapist

PART A

Position holder	Dental Therapist
Reports to	Dental Coordinator
Continuum/Division	Oral Health Services – Audiology, Oral Health and Preventative Programmes – Maternal, Child & Youth Continuum
Purpose of the position	The Dental Therapist is responsible for providing dental care services to an identified group of clients.

1 Working Relationships

Internal

- Oral Health Service Manager
- Principal Dental Officer
- Dental Therapist Coordinator
- Dental Therapist teams
- Dental Administration Officer
- Other HBDHB staff
- Public Health Nurses

External

- Principal and school staff
- Early Childhood Centres
- General Practices
- Private Dental Practitioners
- Maori Health Provider Oranga Nihō Educators
- Public Nurses

2 Dimensions

Expenditure budget/forecast for which accountable	N/A
Budget/forecast for which accountable	N/A

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3 Key Accountabilities

Key Accountabilities	Tasks	How it will be measured
Clinical	<ul style="list-style-type: none"> ▪ To maintain the dental health of a group of clients. ▪ The needs of the clients are assessed and met by appropriate preventative, educative and treatment according to individual needs. ▪ Clients receive regular and satisfactory dental care. ▪ Documented care plans reflect the assessment and priorities. ▪ Dental care performed to expected standard. ▪ Oral health status of clients is maintained or shows improvement. ▪ An accurate and consistent dental health message is promoted. ▪ Health education provided that is appropriate to the needs of the client/group. 	<ul style="list-style-type: none"> ▪ Clinical audit together with monthly returns. ▪ Identifying group of clients is managed appropriately. ▪ Documented on appropriate monthly return forms.
Customer Service	<ul style="list-style-type: none"> ▪ Open and responsive to customer needs. ▪ Demonstrate an understanding of continuous quality improvement. 	<ul style="list-style-type: none"> ▪ Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers. ▪ Identifies customer needs and offers ideas for quality improvement. ▪ Effective management of customers/situations.

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Key Accountabilities	Tasks	How it will be measured
<p>Professional</p>	<ul style="list-style-type: none"> ▪ To maintain open, effective communication channels within the team and between client/caregiver/family. ▪ To continue personal and professional development to enhance competency. ▪ Staff work harmoniously within the Community Dental Service framework, encouraging client/caregiver participation in decision making. ▪ Involvement in formal and informal monitoring of dental therapy services to identify areas for improvement. ▪ Assistance in planning for required changes, implementing new systems/procedures and evaluation of effectiveness. ▪ Realistic personal and professional goals/objectives are set as part of the staff development plan. ▪ The Dental Therapist is respected as an effective role model in work performance and competency, verbal and written communication, personal presentation, attitude and professional conduct. ▪ Dental therapy practice and dental care delivery is of high quality and based on an up to date knowledge and practice. ▪ Attendance, participation and assistance with inservice education. ▪ Participation in staff development programmes. ▪ Active learning of new procedures. 	<ul style="list-style-type: none"> ▪ Participation in Team Meetings, seminars or other professional course or as directed. ▪ Presents as professional image, acts as a role model in the community. ▪ Good relationships with schools and providers. ▪ Adhere to the principles of informed consent. ▪ Meets competencies required for annual practicing certificate. ▪ Evidence of attendance at seminar and other ongoing training courses or as directed.

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Key Accountabilities	Tasks	How it will be measured
Management and Administration	<ul style="list-style-type: none"> ▪ To manage client dental care delivery as assigned, on a daily and ongoing basis. ▪ Planned use of Service resources to maintain and monitor delivery and standards of dental care. ▪ Dental care delivery and education of assigned group is managed efficiently, cost effectively and in accordance with professional and service standards and legal requirements. ▪ Safe and acceptable standards are demonstrated by audit, client satisfaction and clinical review. ▪ Contribution is made to facilitate a team environment conducive to problem solving, learning, team-work, support and quality service. ▪ Attendance and participation in regular team meetings to review activities to improve effectiveness, efficiency, promote communication and resolve issues. ▪ Accurate records and correspondence relating to the assigned group is maintained. ▪ Documentation for statistical information is readily available. ▪ Phone calls and other enquiries are answered in a professional, friendly and proficient manner. ▪ Cordial relationships are maintained with clients, caregivers and teachers, Boards of Trustees, management, other health professionals and agencies. ▪ The cleanliness of assigned clinic and its furnishings and equipment are maintained to a satisfactory standard. ▪ Requisition for supplies are submitted on time. 	<ul style="list-style-type: none"> ▪ Refer to monthly returns and projects. ▪ Documentation is delivered in a timely manner, current and up to date. ▪ Reporting of faulty equipment to appropriate system.

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Key Accountabilities	Tasks	How it will be measured
Occupational Health & Safety	<ul style="list-style-type: none"> ▪ Displays commitment through actively supporting all health and safety initiatives. ▪ Ensure all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision. ▪ Ensures own and others safety at all times. ▪ Complies with policies, procedures and safe systems of work. ▪ Reports all incidents/accidents, including near misses in a timely fashion. ▪ Is involved in health and safety through participation and consultation. 	<ul style="list-style-type: none"> ▪ Evidence of participation in health and safety activities. ▪ Demonstrates support of staff/colleagues to maintain safe systems of work. ▪ Evidence of compliance with relevant health and safety policies, procedures and event reporting.
Honouring Treaty of Waitangi Obligations	<ul style="list-style-type: none"> ▪ Demonstrates understanding of the principles of the Treaty of Waitangi. ▪ Ensure the principles of partnerships, protection and participation are applied to day to day work. ▪ Ensures procedures do not discriminate against Maori. 	<ul style="list-style-type: none"> ▪ Evidence of the principles applied in work practice.

PART B

1 Essential Criteria - Qualifications/Skills/Experience

The qualifications, skills and experience essential to carry out the requirements of the position.

Essential

Qualifications (e.g. tertiary, professional)	<ul style="list-style-type: none">▪ Certificate in Dental Therapy (formerly NZ Dental Nurse Certificate) or Bachelor of Oral Health Science.
Business /Technical Skills (e.g. computing, negotiating, leadership, project management)	<ul style="list-style-type: none">▪ Proven competence and ability in clinical practice.▪ Ability to organise, set priorities and monitor performance.▪ Recent dental service experience is highly desirable.
Experience (Technical and behavioural)	<ul style="list-style-type: none">▪ Demonstrated oral and interpersonal skills.▪ Ability to work independently with minimal supervision.▪ Sensitive to cultural issues with an understanding of the implications for service delivery.▪ Commitment to quality and excellence.▪ Enthusiasm, initiative and flexibility.

Thank you for applying for a position at Hawke's Bay District Health Board (HBDHB). ***The following important information will assist you in the completion of the Application for Employment Form. Please take the opportunity to read through this information.***

GENERAL INFORMATION

Hawke's Bay District Health Board is a hospital and health service for a population of approximately 149,000, consisting of 25% Maori, and a growing Pacific people population. Around 14% of people living in Hawke's Bay are aged over 65. We provide services through Hawke's Bay Hospital, Hastings, Napier Health Centre, Wairoa Hospital and Health Centre, Central Hawke's Bay Health Centre and the Chatham Islands Health Centre. Our website is www.hawkesbaydhb.govt.nz

THE APPLICATION AND APPOINTMENT PROCESS

The information that you supply on the application form is collected for the purposes of assessing your suitability for employment with HBDHB. All information obtained or provided are subject to the Official Information Act 1982 and the Privacy Act 1993 and shall not be released or their contents disclosed to any person not directly involved in HBDHB's appointment and review procedures. Please note that failure to supply the information could limit our ability to assess your suitability for the position.

⊕ **When Applying For A Position**

- Complete an Application form.

Documents will not be returned to you so please submit a photocopy only of:

- Your CV and any relevant documents including written evidence of your experience, skills, knowledge, attributes and qualifications, showing how you meet *each* of the key competencies or essential and desirable criteria.

⊕ **The Interview**

Applicants asked to attend an interview have the opportunity to be supported by family/whanau and/or other group support. If you intend bringing such support, please let the appointing manager know in good time before the interview so appropriate arrangements can be made. If you have any special needs that need to be accommodated during the process, please advise the recruiting manager and feel free to discuss at the interview as to how we could help you to perform the job effectively or provide better access if you were successful in obtaining the position.

⊕ **Before An Offer Is Made**

As part of our recruitment process we will undertake a number of checks.

We complete **reference checks** therefore you are required to:

- Provide contact details of at least two referees to verify the information you have supplied. It is expected that an applicant's current and previous manager would normally be cited as referees.

We complete a **pre-employment health assessment** therefore you are required to:

- Complete a confidential Health Questionnaire for Occupational Health. You may also be required to undertake a medical examination. The appointment will be dependent on having obtained a health clearance.

We may complete **Police checks** therefore you may be asked to:

- Complete a form giving written permission for the organisation to complete this check. Under the Criminal Records (Clean Slate) Act 2004 individuals who satisfy "relevant eligibility criteria" are deemed to have "no criminal record" and therefore can state this. However, an individual can choose to disclose the information. Criminal convictions do not automatically disqualify an applicant. If you have a criminal conviction, you may wish to discuss this with the appointing manager. Further information may be obtained from the Ministry of Justice directly or on their website: <http://www.justice.govt.nz>

Hawke's Bay District Health Board endeavours to complete all checks prior to the commencement of your employment. However in some instances this may not be possible and your employment will remain provisional until the checks are completed to HBDHB satisfaction. If HBDHB is not satisfied with the result of the checks, your provisional appointment will be terminated. If you are concerned that a check may result in your provisional appointment being overturned, you should discuss this with recruiting manager.

⊕ **Offer Of Appointment**

Should your application be successful, you will receive a letter of offer outlining:

- *Salary*
- *Hours Of Work*
- *Nature and Tenure of Appointment*
- Details as to whether employment coverage is under a collective or not and union contact details.

OTHER GENERAL INFORMATION

⊕ **Treaty Of Waitangi and Cultural Responsiveness**

The organisation's aim is to have a culturally responsive workforce that contributes to the achievement of the organisation's overall goal of improving health outcomes for Maori. All employees are required to incorporate the Treaty of Waitangi principles in their working practices.

All employees are required to recognise and respond appropriately to the needs, aims and aspirations of the diverse cultural and ethnic groups to whom we provide services, or whose members are in our custody.

⊕ **Equal Employment Opportunities**

Hawke's Bay District Health Board is committed to equal opportunity in all employment policies and procedures, which align with the Human Rights Act 1993. Position descriptions focus on the skills and competencies required in the position. Our people reflect the diversity of the community and our clients.

⊕ **Smoke-Free Workplace**

All employees must observe Hawke's Bay District Health Board's Smoke-free Policy. HBDHB is a smokefree workplace, aligning with the Smoke-free Environments Amendment Act 2003.

⊕ **PLEASE NOTE:**

Information given during your interview and on your application will be stored on your personnel file for the duration of your employment, and will be kept for five years should your employment cease. Unsuccessful candidate files will be held for six months and then destroyed unless the appointment is under review.

DENTAL THERAPIST POSITION DETAILS:

Hours:	Full time = 70.40 hours per fortnight.
Salary:	In accordance with the Public, Allied and Technical Health Employees MECA \$40,000 to \$56,304 gross per annum (pro rata 7.05 hours per day) according to qualifications and experience.
Tenure:	Full time / permanent position
Application Closing Date:	Open
Vacancy Reference Number:	AH08127
Applications:	Return to the Human Resources Administrator, Hawke's Bay District Health Board, Private Bag 9014, Hastings, New Zealand. Email: vacancies@hawkesbaydhb.govt.nz