

Job Description

Community/ Public Health Dentist

Oral Health Service, Te Tai Tokerau

Position Title:	Community/Public Health Dentist
Organisation Unit:	Oral Health Service; Rural, Family, Community
Location:	Te Tai Tokerau, Te Whatu Ora Te Tai Tokerau
Responsible to:	General Manager of Rural Family and Community, Te Whatu Ora Te Tai Tokerau And Service Manager, Oral Health Service Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<ul style="list-style-type: none"> • To provide primary dental care to adolescents and children within fixed and mobile clinics, in a variety of locations throughout Northland. • To provide dental care to children and adolescents that is out of scope of practice of Dental / Oral Health Therapists. • To provide dental care to patients with the use of sedation when appropriate. • To provide dental care to eligible adults in a primary and secondary care setting. • To carry out pre-general anaesthetic (GA) assessments and treatment for children, adolescents and adults. • To actively participate in or support Te Whatu Ora, Te Tai Tokerau, Oral Health Service current or future epidemiological research and oral health surveys. • To work within a multidisciplinary team, with other agencies and health professionals to provide continuity of care. • To contribute to the training of other professional team members. • To participate in Audit, Peer Review and other activities, that promotes the concept of Clinical Governance and quality, at local, regional and national level. • To provide accurate and full clinical records ensuring that acceptable standards of data protection and confidentiality are maintained in accordance with the Privacy Act. • To understand and adhere to Health and Safety, Cross Infection Control and other service and organisational policies and guidelines

Functional Relationships

The Community Dentist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none">• Service Manager, Oral Health Service• Clinical Directors• Community Dentists• Clinical Managers• Practice Managers• Professional Lead Dental Assistant• Dental / Oral Health Therapists & Dental Assistants• Support and Administration Staff• Te Whatu Ora Health Professionals	<ul style="list-style-type: none">• Private Dental and Medical Practitioners• Other Health Professionals• Relevant Community Groups

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Community Dentist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical Governance and Quality
- Continuing Education
- Teamwork
- Communication
- Oral Health promotion
- Clinical Records
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora Te Tai Tokerau management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training
Clinical Governance & Quality	<ul style="list-style-type: none"> • To understand the various components of Clinical Governance and deliver quality clinical care that is timely and appropriate for each individual patient. • To follow professional codes of conduct as prescribed by the New Zealand Dental Association, Dental Council of New Zealand, National Radiation Laboratory and Te Whatu Ora. • Ensure that the policies and procedures of Te Whatu Ora, Te Tai Tokerau Oral Health Service are carried out, including compliance with the statutory requirements and Te Whatu ora policies. • Clinical Practice delivered in a sound ethical and culturally safe environment. • Ability to work effectively with a prescribed workload
Continuing Education	<ul style="list-style-type: none"> • Fulfil Continuing Professional Development and registration requirements in line with those specified by the Dental Council of New Zealand, the New Zealand Dental Association and the National Radiation Laboratory. • Maintain and acquire up-to-date knowledge and clinical skills relevant to the fields of community, special needs and public health dentistry • To prepare and deliver high quality and relevant professional development sessions to all oral health professionals.
Teamwork	<ul style="list-style-type: none"> • To work as a functional member of the team and achieve Te Whatu Ora, Te Tai Tokerau Public Dental Service Objectives.
Communication	<ul style="list-style-type: none"> • To communicate and interact effectively with all patients, parents, caregivers and the wider community • To develop good professional relationships with medical and dental practitioners and other relevant health professionals throughout Northland.
Oral Health Promotion	<ul style="list-style-type: none"> • To actively promote with a positive and innovative attitude sound dental health prevention and promotion messages ensuring that bicultural awareness is maintained at all times.

Key Responsibility Area	Expected Outcomes
Clinical Records	<ul style="list-style-type: none"> Clinical records are maintained to an acceptable standard in accordance with current professional standards and appropriate information systems are used correctly. To follow Te Tai Tokerau Oral Health Service procedures in regard to output and outcome measurements, including the requirements of fee claiming under the various public dental service contracts for treatment completed.
Health & Safety	<ul style="list-style-type: none"> Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> Practicing and observing safe work methods; The use of safety equipment; Reporting unsafe conditions or equipment; and Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> New Zealand Bachelor of Dental Surgery or recognised qualifications by DCNZ. Registered practitioner with DCNZ. Current New Zealand driver's license. 	<ul style="list-style-type: none"> Relevant post graduate qualification. Knowledge of the New Zealand health service and the implications for the delivery and development of public dental services.

Experience

Essential	Desirable
<ul style="list-style-type: none"> Evidence of relevant clinical experience. Knowledge and experience in interacting within a team environment. Knowledge of and empathy for all ethnicities and cultures. 	<ul style="list-style-type: none"> Clinical experience within a public health setting.

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015	<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Effective organisational and administration skills, with the ability to achieve results and outputs required.• Positive attitudes to the policies of Te Whatu Ora, Te Tai Tokerau Public Dental Service.• Sensitive to the cultural issues in the planning and delivery of Oral Health Services• Professional appearance, and pleasant positive co-operative manner.• Commitment to a client orientated approach to the planning and provision of dental services.

Personal Attributes
<ul style="list-style-type: none">• Ability and confidence to develop effective working relationships on an individual, multi-professional and team basis with all levels of staff.

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: _____

Signature of
employee: _____

Date: _____