

## Job Description

### Specialist Oral and Maxillofacial Surgeon

#### Oral Health Services

<b>Position Title:</b>	Specialist Oral and Maxillofacial Surgeon
<b>Organisation Unit:</b>	Oral Health Services: Oral and Maxillofacial Service
<b>Location:</b>	Whangārei Base Hospital, Te Tai Tokerau
<b>Responsible to:</b>	Service Manager, Oral Health Services, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	<p>To be part of an exceptional Oral Health Team and provide comprehensive hospital-based Oral and Maxillofacial specialist services to eligible patients in Te Tai Tokerau.</p> <p>As the sole Oral Maxillofacial Surgeon in the public healthcare system in Te Tai Tokerau, this role plays a vital part in delivering specialized care to the region.</p> <p><i>Please note: this position is mainly based at Whangārei Base Hospital; however, you may be required to travel to other clinic and theatre locations across Te Tai Tokerau. You may also be required to travel to Auckland to engage with their Oral and Maxillofacial service.</i></p>

#### Functional Relationships

The Specialist Oral and Maxillofacial Surgeon will develop and maintain excellent relationships with:

Internal	External	Committees/Groups
<ul style="list-style-type: none"> <li>• Patients and their family/caregivers</li> <li>• General Manager of Allied Health</li> <li>• Service Manager of Oral Health Services</li> <li>• Service Manager of Surgical Services</li> <li>• Clinical Director of Oral Health Services</li> <li>• All members of the Te Whatu Ora Te Tai Tokerau Oral Health Services.</li> <li>• Doctors, Specialists, Nurses support staff, booking clerks and Allied Health professionals within Te Whatu Ora Te Tai Tokerau.</li> <li>• Medical, surgical and theatre staff</li> <li>• ENT team</li> <li>• Other Te Whatu Ora Te Tai Tokerau staff</li> <li>• Laboratory and radiology services</li> </ul>	<ul style="list-style-type: none"> <li>• Auckland Oral and Maxillofacial Department</li> <li>• Specialists, Doctors and Dentists in Private Practice</li> <li>• Public Health Nurses, Kaiawhina, ACC, Child Youth and Family Services, Work and Income Department, Non-Govt Organisations, Community groups and other institutions</li> <li>• Staff and Services of other Te Whatu Ora organisations</li> <li>• Dental Council</li> <li>• Medical Council</li> <li>• Australasian College of Dental Surgeons</li> <li>• Regional specialities and services</li> <li>• Other health providers</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in all relevant committees and groups is expected to achieve quality outcomes and continuous service improvement. This includes establishing a peer network with other Oral and Maxillofacial surgeons, particularly those based in Auckland. This will promote excellence and effective service delivery throughout the Northern regions.</li> <li>• Attend Auckland Head and Neck cancer MDM</li> <li>• Attend Auckland Oral and Maxillofacial Services CGG</li> <li>• Attend any relevant MDMs in services within Te Whatu Ora Te Tai Tokerau</li> </ul>

## 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
<b>Tāngata i te tuatahi</b> 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
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> 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
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Specialist Oral and Maxillofacial Surgeon encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Communication and Teamwork
- Relationship Building
- Personal Development
- Quality of Services
- 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"> <li>• 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 District Health Board management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora Te Tai Tokerau Board Te Tiriti o Waitangi Training</li> </ul>
Communication and Teamwork	<ul style="list-style-type: none"> <li>• Collaborate and communicate effectively with the Te Tai Tokerau Oral Health Services team to ensure optimal patient care and outcomes.</li> <li>• Work closely with other specialists and services at Te Whatu Ora Te Tai Tokerau to provide comprehensive and coordinated care to eligible patients.</li> <li>• Demonstrate exceptional interpersonal, communication and organizational skills, enabling seamless collaboration with other disciplines and Auckland Oral and Maxillofacial Services to maintain a 'patient-centred' approach to care delivery.</li> <li>• Thrive in a multidisciplinary environment that fosters effective teamwork and communication, allowing for a holistic and integrated approach to patient care</li> </ul>
Relationship Building	<ul style="list-style-type: none"> <li>• Develop clinical networks across the region's oral health sector to enhance referral and clinical pathways and improve patient experience and outcomes. It is essential to have a strong relationship with the Auckland Oral and Maxillofacial Service.</li> <li>• Establish strong connections with Medical and Surgical services to provide integrated and coordinated care for eligible patients.</li> <li>• Provide relevant mentoring and guidance to house officers to support their professional development and enhance patient care.</li> <li>• Provide teaching, education and guidance to the Oral Health Services Team and other services</li> <li>• Foster and maintain positive relationships with colleagues within the oral health department to facilitate effective teamwork and communication.</li> <li>• Build and strengthen relationships with oral and maxillofacial departments in other regions to promote collaboration and knowledge sharing for the benefit of patients</li> </ul>

Key Responsibility Area	Expected Outcomes
Personal Development	<ul style="list-style-type: none"> <li>• Stay current with the latest research and techniques in the field and continuously update knowledge and scope.</li> <li>• Attend relevant courses and conferences to enhance skills and provide high-quality care.</li> <li>• Maintain a commitment to on-going professional development as required by the professional college.</li> <li>• Stay culturally competent</li> </ul>
Quality of Services	<ul style="list-style-type: none"> <li>• Lead and improve the quality of Oral and Maxillofacial services provided to patients in Northland</li> <li>• Increase the range of Oral and Maxillofacial services available to the population of Northland</li> <li>• Evaluate the quality of Oral and Maxillofacial services offered within Te Tai Tokerau</li> <li>• Deliver high-quality, safe, efficient and effective acute, elective, inpatient and outpatient Oral and Maxillofacial care. This will involve conducting clinics, ward reviews and surgical lists.</li> <li>• Participate in an oncall roster and support other team members</li> <li>• Role model and uphold clinical excellence in line with the Te Whatu Ora Te Tai Tokerau values and behaviours</li> <li>• Support the Clinical Director and Service Manager in planning and implementing service improvement changes and improved service provision.</li> <li>• Focus on service development, improving patient access to care and delivery of services</li> <li>• Uses their expertise and personalized approach, to achieve the best possible outcomes for every patient.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>• Practicing and observing safe work methods;</li> <li>• The use of safety equipment;</li> <li>• Reporting unsafe conditions or equipment; and</li> <li>• Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>• 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</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

### 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"> <li>• Dentistry Degree registrable by the New Zealand Dental Council</li> <li>• Medical Degree registrable by the New Zealand Dental Council</li> <li>• Specialist Oral and Maxillofacial Surgeon qualification registrable by the Medical and Dental councils in New Zealand.</li> <li>• Full Dental, medical and Oral and Maxillofacial specialist registration in the country of origin</li> <li>• Overseas applicants must comply with New Zealand Immigration requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of research and clinical governance activities.</li> <li>• Fellowship of the Royal Australasian College of Dental Surgeons (Oral and Maxillofacial Surgery)</li> </ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Successful completion of relevant training pathways should be evidenced</li> <li>• Clinical competency in the broad scope of oral maxillofacial practice including oncology should be demonstrated</li> <li>• A minimum of two years of full-time equivalent work in the specialty after graduation should be evidenced</li> </ul>	

### Awareness and Understanding of

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

## Skills & Personal Attributes

### Skills

- Capable of dealing with a wide range of conditions on both acute and elective cases
- Possesses high clinical competency and confidence from training and experience
- Provides high quality care with full scope of oral maxillofacial surgery skills
- Understands specific patient needs from clinical, cultural, and personal perspectives
- Understands patient acceptance criteria and discharge criteria as per NZ hospital service framework specifications and OMF service expectations
- Culturally sensitive and willing to work positively with strategies for improving opportunities for different cultures and nationalities
- Develops clinical and professional networks with relevant groups and organizations
- Provides high quality, evidence-based, comprehensive, and safe clinical care that considers patient expectations, wishes, and requests whenever possible
- Possesses knowledge of the principles of the Treaty of Waitangi
- Prioritises reducing inequities within Te Tai Tokerau
- Exhibits excellent leadership and an ability to share knowledge.
- Provides medical and clinical support to dentists and dental specialists by collaborating in planning treatment, working closely with hospital specialists and house officers, treating oral infections and abnormalities, providing emergency treatment of facial injuries, and liaising with other departments for oral maxillofacial cases
- Capable of recording clinical outcomes and treatment plans and communicating with other specialists via information technology services

### Personal Attributes

- Demonstrates empathy and advocates for patients, caregivers, and care organizations, embracing diversity and building on it
- Develops positive relationships with patients and caregivers, respecting different cultures by identifying and meeting their needs.
- Respects Māori and Te Tai Tokerau Tikanga
- Sets and achieves high standards, consistently takes action to improve practices and prioritises service improvement.
- Has effective strategies to cope with stress, being resilient to change, and understanding personal limitations
- Develops a comprehensive understanding of both the departmental and hospital-wide systems and operations.
- Works effectively in a multidisciplinary team, actively contributing to decision-making and supporting others to achieve common goals, while also acknowledging and respecting individual differences.
- Communicates effectively both orally and in writing, working collaboratively within the team, empathizing with others, managing conflicts, and paying attention to detail
- Initiates self-checking and reflective practices, ensuring high levels of accuracy and consistent quality, and participates in quality, clinical audit, and clinical governance systems for continuous improvement
- Demonstrates clinical leadership, participates in policy and protocol development, and serves as a role model for professional standards
- Demonstrates excellent communication skills, exhibits genuine care, and has a talent for teaching.
- Establishes positive and productive relationships with Oral Health staff and other medical professionals by displaying professionalism and sensitivity in their interactions.

- Effectively mobilizes and utilizes available resources to accomplish tasks and achieve desired outcomes. Exhibiting efficient management of resources with a focus on cost-effectiveness.
- Applies thorough and systematic logic and analytical methods to effectively solve complex problems and arrive at practical solutions.
- Provides quality service, looks for ways to improve work processes, and shows commitment to continuous learning and development.
- Strives to achieve the organisation priority of enhancing the oral health of Māori people by expanding their access to resources and opportunities, while consistently prioritizing this goal in all actions and decisions.

### **Te Whatu Ora Te Tai Tokerau - Our Vision**

### **He Hauora Mo Te Tai Tokerau - A Healthier Northland**

## 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: \_\_\_\_\_