



## JOB DESCRIPTION FOR KAUPAPA MAORI DENTAL TEAM LEADER

<b>Title:</b>	<b>Kaupapa Maori Dental Therapist</b>
<b>Reports To:</b>	<b>Dental Manager</b>
<b>Responsible For:</b>	<b>Dental Assistant – Te Waka Niho &amp; Tuatahi</b>
<b>Employment Status:</b>	<b>1 FTE</b>
<b>Functional Relationships:</b>	<p><b>Internal Contacts:</b> Te Manu Toroa Dental staff, GP Clinics, Practice Nurses, Te Manu Toroa staff Nga Mataapuna Oranga PHO</p> <p><b>External Contacts:</b> Maori provider network, , Hauora, DHB School Dental Service, suppliers and contractors, Pre Schools, Kohanga Reo and Schools</p>
<b>Geographical Boundary:</b>	Bowentown, Katikati, rural Tauranga, central Tauranga, urban Tauranga, upper & lower Kaimai, upper & lower Papamoa, Mount Maunganui, Arataki, Matapihi, Waitaha, Maketu, Otamarakau, Matakana Island, Welcome Bay

### PURPOSE OF THE ROLE

- The role of the Kaupapa Maori Dental Therapist is to provide day to day management of the school based dental services and Te Waka Niho,
- Support the dental team in meeting quality and service outputs/outcomes.
- A strong focus on the dental service in meeting its daily targets and administrative functions.

### SERVICE OBJECTIVES

- To be highly motivated and show a high degree of professionalism and efficiency in managing the day-to-day operations of the SBDS/TWN dental functions.
- To ensure the dental service is adequately and appropriately resourced to effectively support the operations of the day-to-day running of the service.
- To ensure the policies and procedures of Te Manu Toroa are applied within the daily operations of the Dental service, including the BOPDHB clinical policies.
- To contribute and participate fully in teamwork within the dental team and the Overall staff team of Te Manu Toroa.

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- To create an atmosphere in which patients want to return to and to ensure dental team are highly motivated and enjoy their work.

**SERVICE USERS**

- The service is open to all age groups from 0 to 18 years. A key focus will be on Tamariki/Rangatahi who may have difficulty accessing a dental service through affordability or access issues. Te Manu Toroa has a policy of by Maori for Maori but not exclusive too. Maori however are our key target population

Responsibilities Key Tasks	Output	Performance Measurement
<p>Ensuring the ordering of stock required by dental staff is proposed by the dental administrator. Includes health promotion / education resources.</p> <p>Consumables, equipment both new and replacement of existing equipment, repair and maintenance of equipment is maintained.</p>	<p>Securing preferred providers and the best quality, efficiency, service and location.</p>	<p>Staff are well resourced and there are no complaints</p> <p>Equipment is kept in good working order.</p>
<p>Organising maintenance of equipment and mobiles. Relocation of mobile dental units., communication with dental technicians, moving of mobile units</p>	<p>Communication with dental technicians, moving of mobiles to scheduled timeframes.</p>	<p>Deadlines met within timeframes</p>
<p>Monitoring and reviewing of dental manuals with team input</p>	<p>Is proficient in practice management system applications and all its functions</p>	<p>Quality Management Systems audit</p> <p>Best practice defined</p>
<p>Organising of CPD/APC requirements for self, staff training requirements and team meeting</p>	<p>Is extremely competent in the delivery of the clinic's administration responsibilities</p>	<p>These are maintained</p>

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Health and safety maintenance as per DHB and TMT guidelines	Ensure health & safety compliant	Health and safety compliant
Responsible for claiming process for patients	Is highly competent in clinic's standardised processes	Professional skills identified
Gather and collate appropriate statistical information relevant to the contractual specifications	Ensuring each contract area meets statistical benchmarks	Efficiency at all levels identified
Communication, motivation and liaison with team.  Relationship with Oral Health Manager	Strategic direction and detail  Reflects a team player approach and is consistent	Service Outputs and Outcomes meet contractual requirements

**ORGANIZATIONAL**

<b>Cultural</b>	<ul style="list-style-type: none"> <li>• Ability to work in a tikanga Māori framework</li> <li>• Knowledge of Indigenous models of practice</li> <li>• Demonstrates awareness of own cultural background, attitudes and values</li> <li>• Demonstrates an active understanding of the Treaty of Waitangi and it's application within Health settings</li> <li>• Understanding of the importance of Tangata Whenua</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent Interpersonal skills and empathy</li> <li>• Highly developed communication skills both written and oral</li> <li>• Effectively communicates, liaises, and networks with health and social services</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Ability to work with and within a multidisciplinary team</li> <li>• Works as an active, positive, creative and supportive member of a team</li> <li>• Whanaungatanga is evident and ongoing</li> </ul>
<b>Self Management</b>	<ul style="list-style-type: none"> <li>• Good general health and wellbeing</li> <li>• Self motivated</li> <li>• Can work in a sole capacity as required</li> <li>• Meets deadlines</li> <li>• Personal appearance</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Skilled time management</li> <li>• Excellent networking skills and interpersonal skills</li> <li>• Ability to work under pressure</li> </ul>



<b>Technology</b>	<ul style="list-style-type: none"> <li>• Proficient IT skills</li> <li>• Software of excellence – Titanium</li> </ul>	
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>• Manages own learning with assistance from Administration TeamLeader</li> <li>• Committed to ongoing professional development</li> </ul>	
<b>Initiative and enterprise</b>	<p>As approved by the Administration Team Leader</p> <ul style="list-style-type: none"> <li>• Dedicated to quality improvement</li> <li>• Actively promotes Māori Health</li> </ul> <p>NB: Innovations and research procedures or treatments will have written and implemented policies and procedures for seeking ethical review and advice from a Health and Disability Ethics Committee in accordance with the current “National Standards for Ethics Committees” (or any replacement publication). You will consult with and receive approval from Māori for any research or innovative procedures or treatments which will impact on Māori.</p>	
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Contributes to the training of other professional team members.</li> <li>• Dental Assistance Certificate</li> <li>• Titanium Software</li> <li>• Maintain Continuing Professional Development and registration requirements in line with those specified by the Dental Council of New Zealand, and the National Radiation Laboratory.</li> <li>• To participate in clinical appraisals and peer review processes within the Te Manu Toroa Dental Service.</li> <li>• To promote clinical excellence at local, regional and national level.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Training Plan</li> <li>• CPD Plan</li> <li>• Annual Performance, Appraisal Plan</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Ensure that acceptable standards of data protection and confidentiality are maintained in accordance with Privacy Act</li> <li>• Provide accurate and full clinical records at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of referrals</li> </ul>
<b>Ethics and Legislation</b>	<ul style="list-style-type: none"> <li>• Adheres to Health and Safety requirements.</li> <li>• Knowledge and understanding of legal and ethical requirements pertaining to informed consent and other procedures relating to; Consumer Rights, Privacy and other relevant regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates knowledge and compliance of legal and ethical requirements pertaining to informed consent and other procedures that may impact on the Rights of Consumers, including, but not limited to;</li> <li>• Treaty of Waitangi and it’s application in the Health setting</li> <li>• Code of Consumers Rights</li> </ul>



		<ul style="list-style-type: none"> <li>• Health and Disability Act</li> <li>• Privacy Act 1993</li> <li>• Health Information Privacy Code 1994</li> <li>• CYFS Act 1989</li> <li>• Alcohol and Drug Act</li> <li>• Misuse of Drugs Act</li> <li>• Crimes Act</li> </ul>
<b>Quality Improvement</b>	<p>As approved by the Administration Team Leader</p> <ul style="list-style-type: none"> <li>• Contribute to the discussions and consultation processes that may arise regarding the development of strategic, operational and clinical policies and practice.</li> <li>• Monitor disease scenario and lead improvement initiatives within contract and available resources.</li> <li>• To advise and participate in Bay of Plenty District Health Board relating to Oral Health issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Service specific policies, protocols and guidelines reviewed and updated as required.</li> <li>• DMFT and caries free data is analysed and reviewed annually and a plan is in plan for improvements</li> <li>• Active participation and advise noted in minutes</li> </ul>