



Capital & Coast District Health Board

ŪPOKO KI TE URU HAUORA

"Together, Improve the Health of the District"

Position Description

Section 1 – General Information

Employee Name:

Designation:

Oral Medicine Specialist (OMS)
Dental and Oral Health Service, Directorate of
Surgery, Women's and Children's (SWC)

Reports To:

Clinical Leader: Oral Health Services (Clinical)

Functional Relationships:

Operations Director/Clinical Directors - SWC
Clinical Leaders/consultants within SWC
Senior Dentist and Team Leader: Kenepuru
Wellington and Kenepuru Dental and Oral Health
Service Practice Manager: Dental and Oral Health
Operations Manager Surgical Services
Service Leader: Operating Theatres
Kenepuru Staff
Clerical Support Staff
Dental and Medical staff from other DHBs
Medical and Dental Practitioners

**Staff responsibilities
and Delegations:**

Support of junior medical staff
Support management with future of the service,
being involved with clinical audits and policies

Clinical duties as rostered.

Last Updated:

08 October 2018

Nature of Appointment:

Permanent

**Variations to Job
Descriptions:**

Job Descriptions may be varied from
time to time to record any agreed changes to
objectives, rosters and staffing levels.

Service Overview

The Dental and Oral Health Service provides clinical services from Departments at Wellington and Kenepuru Hospitals and the sub regional Oral Medicine Service for Wellington, Hutt and Wairarapa DHBS. Approximately 36 staff are employed in the Dental service, including Dental Consultants, Senior Dentists, House Surgeons, Dental Chairside Assistants, Clinical Technicians, Technicians and Administration staff.

It is expected that the OMS would work predominately at Wellington Hospital and potentially establish clinics at Kenepuru and Kapiti sites as patient mix determines.

The Oral Health Services provides in excess of 17500 outpatient and inpatient contacts for dental care. Over 600 people (mostly children or adults with special needs) receive comprehensive dental care or limited oral surgery under general anaesthetic. Most patients pay part charges for their care in addition to fees claimed from Governmental funding.

The Wellington Dental Department provides outpatient general dentistry and oral surgery to 40 patients per day on average. An emergency after hours on call is run out of the Emergency Department with most care provided from the Wellington Dental Department. Kenepuru Dental Department provide outpatient general dentistry and oral surgery to 30 patients per day on average. An average of 64 (non-GA) inpatient treatments are provided monthly between the two departments.

Position Summary and Qualifications

- To provide oral health care through Wellington and Kenepuru Hospitals.
- To provide clinical support and assistance to Dental and Oral Health clinicians
- Registration with the Dental Council of New Zealand as an Oral Medicine Specialist
- Broad experience in all branches of general dentistry with at least some background in hospital dentistry or an allied area of dentistry
- Minimal 5 years recent experience post-graduation

Section 2 – Clinical Responsibilities

The Dental practitioner is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment in accordance with best practice and relevant ethical and professional standards and guidelines as determined from time to time by:

- Capital and Coast District Health Board's policies and procedures except to the extent that they may be inconsistent with any other provision of this Agreement.
- the New Zealand Dental (or Medical Council);
- the New Zealand Dental Association's code of ethics;
- the practitioner's relevant medical college (s) and/or professional association (s);
- the Health and Disability Commissioner
- To actively participate in relevant service and clinical meetings

There is no on call component required in this role

Section 3 –Clinical Duties

Key Objectives	Measures of Performance
Delivery of clinical care to patients requiring oral health services	<ul style="list-style-type: none"> • Provides patients with diagnostic and clinical management of their oral condition in accordance with service specifications and scope of practice • Consults and liaises with other professionals involved with the patients care as appropriate • Takes professional care of and undertakes delegated clinical responsibilities for patients admitted under his/her care. • Sees and advises promptly on patients referred for a specialist opinion. • Provides a level of service as specified in the yearly output targets. • Adheres to protocols, guidelines and practice standards pertaining to the area of clinical practice • Participates with other consultants to provide an equitable sharing of the clinical service load, both inpatient and outpatient. Allocated sessions, clinics and reporting times are used efficiently and effectively to reach targets and objectives of the annual business plan.
Patient information and informed consent.	<ul style="list-style-type: none"> • Gives patients and their families a full explanation of all procedures and treatments. • Obtains informed consent for all patients in accordance with the Organisation's policy for undertaking any operation, test or procedure.
Staff and patient relations.	<ul style="list-style-type: none"> • Acts in a manner consistent with a senior member of staff. • Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives/whanau. • Handles problems and complaints sensitively.
Education and Teaching of Junior medical staff and other professional groups	<ul style="list-style-type: none"> • Provides clinical support for House Surgeons and maintains oversight of care provided to OM patients by junior clinicians. • Ensures the orientation, guidance, performance management and objective setting process and feedback to junior staff is consistent with good employer relations and Council standards. • Is available to dental staff for advice, support of procedures and urgent acute problems during normal business hours as appropriate.
Maintenance of adequate records and reports to referring doctors.	<ul style="list-style-type: none"> • Comprehensive, accurate and up-to-date medical records are maintained for all patients under the OMS care. • Medical reports and discharge letters on inpatients as well as outpatient letters on patients seen by the OMS are completed and dispatched within organisational timeframes.

Section 4 – Non Clinical/Professional Activities

Key Objectives	Measures of Performance
Professional Development Knowledge and practice updated and maintained.	<ul style="list-style-type: none"> • Demonstrates evidence of continuing self-education through, for example, attendance at relevant courses/seminars/conferences; reading relevant literature. • Utilises appropriately annual entitlement of Continuing Medical Education Leave • Attends and actively participates in local post-graduate medical education activities. • Participates in service credentialing and recommendations. • Meets the mandatory CPD requirements for registration with DCNZ
Initiates and participates in clinical research	<ul style="list-style-type: none"> • Clinical research is completed and ethical guidelines followed. • Timely advice is provided to the Clinical Leader on trends in the specialty, predicted needs and future developments to provide input into strategic and operational plans
Actively contribute to Continuous Quality Improvement activities within the service	<ul style="list-style-type: none"> • Identifies improvement opportunities and notifies the Clinical Leader / Practice Manager of these. • Participates in the service's quality and risk improvement and minimisation activities. • Provides good patient/client service and is responsive to patient/client requests or complaints. • Complies with standards and works to improve patient/client satisfaction. Identifies risks and notifies the Clinical Leader / Practice Manager of these. • Complies with C&C DHB Reportable Events policy and other policies and procedures. • Participates in audits.
Management and Administration of the Oral Health service	<ul style="list-style-type: none"> • Attends regular meetings of the Service to collaborate with his/her colleagues and, as requested, with the Operations Manager, Surgical Services, and participates in management decision making for this service. • Utilises staff, technological, pharmaceutical and other publicly funded resources prudently and efficiently for cost effective patient care. • Participates in monitoring resource allocation and decision making within the service. • Provides reports and information as required by the Clinical Leader: Oral Services and Practice Manager: Oral Services on behalf of the Operations Manager: Surgical Services. • Participates in the development and updating of clinical management guidelines, including integrated clinical pathways.

Section 5 – Clinical Leadership Responsibilities

- Participate with supervision of dental students on clinical placement
- Support/mentor dental clinicians

Section 6 – Specific Objectives

- To be agreed with Clinical Leader: Oral Health Services on appointment

Section 7 – Health and Safety and Maoritanga

Health and Safety Complies with responsibilities under the Health & Safety in Employment Act 1992	<ul style="list-style-type: none">• Is aware own medical and dental status including TB, HIV, Hepatitis etc. Ensures actively takes care of own health.• Has read and understood health and safety policy and procedures.• Actively supports and complies with health and safety policy and procedures.• Uses protective clothing and equipment.• Actively participates in the hazard management and identification process.• Proactively reports and remedies any unsafe work condition, accident or injury.
Treaty of Waitangi	<ul style="list-style-type: none">• Demonstrates an understanding of the Principles of Te Tiriti o Waitangi and how these relate to the development and application of service specific initiatives for Maori.• Understands the holistic approach to Maori health.• Develops and plans strategies that are responsive to the health needs of Maori.• Recognises and seeks counsel on the cultural requirements when dealing with Maori.

Competencies

Vision and Strategic Capability

- Able to articulate the aspiration for the direction and the future of C&C DHB.
- Understands trends in health, relevant policy and operational areas and the external environment.
- Able to think strategically and convert strategy to actions.
- Has courage and is willing to challenge the status quo.
- Understands the role of information management in decision making and forecasting

Patient Care and Clinical Practice

- Able to deliver contemporary practice to a high standard and in accordance with agreed surgical principles
- Demonstrates competence in all aspects of care and service delivery
- Service is delivered in accordance with the elective surgical principles
- Access to surgical care for patients is maximised through the maintenance of productivity and efficient and effective services

Leadership

- Role models and communicates C&C DHB's vision and values.
- Inspires and motivates others to commit to and work towards goals.
- Shows respect for people, focuses on employee involvement, and allows others to take ownership.
- Builds confidence and resilience in the team.
- Holds staff accountable for the delivery of outcomes and acts promptly to rectify performance issues.
- Leads the team within theatre to ensure delays are eliminated, turnaround times are minimised and maximum use is made of the session time allocated.
- Makes timely decisions.
- Can chair a meeting and is skilled at leading discussions and providing clear direction, ensuring meetings are run in a positive and cooperative manner with respect for all members of the multidisciplinary team.

Management

- Organises tasks to make best use of time and resources and focuses attention on key objectives and priorities.
- Makes sound decisions based on robust analysis and evidence.
- Delegates activities and projects to others and positively influences their progress towards successful results.
- Takes ownership of the need to be financially astute and optimises the use of resources by continually reviewing the effectiveness of current resource utilisation,

minimising waste and always ensuring the decisions made are both clinically and fiscally appropriate.

Flexibility

- Willing to consider alternative viewpoints and new ideas.
- Develops new and/or more effective work processes and systems through lateral thinking and creativity in work and process design

Teamwork

- Assists colleagues and shares relevant information.
- Manages the internal negotiation process regarding the allocation of resources.
- Create a productive team environment by setting clear goals, implementing sound work processes and giving and receiving constructive feedback.

Communication

- Is confident and appropriately assertive in dealing with others
- Perseveres with a task, and to display the required energy to achieve the objectives despite obstacles
- Deals effectively with conflict
- Is articulate and able to influence and persuade.
- Expresses ideas spontaneously, logically and convincingly in simple, clear language
- Listens with a preparedness to understand
- Facilitates groups to a shared or an agreed way.