

Position Description

Position	Dental Chair-side Assistant
Team / Service	Dental Department - Hutt
Directorate	Surgical, Women's & Children's
District	Capital, Coast & Hutt Valley
Responsible to	Practice Manger and clinical oversight with Clinical Head of Department, Dental
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Hutt Valley

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Service Perspective

The Oral Health Service provides hospital and specialist care on referral for patients suffering from oral conditions which are beyond the scope of general practice dentists. This includes the treatment of some children under general anaesthesia. Comprehensive dental care is provided for patients for whom it is unsafe to receive their dental treatment in the community. The service also covers acute oral and maxillofacial surgery for the Central region as well as a number of elective procedures which cannot be managed in the private sector. There are also some limited services available to community service card holders, as capacity allows

Purpose of the role

The Dental Chairside Assistant is responsible for the provision of chairside support for dental practitioners, this includes senior specialist dentists and house surgeons in the Hospital Dental Department. At times they will also support Oral Surgeons and dentists in the hospital main operating theatre. When/if time permits they may also support the dental administration team. Operational oversight will be through the Practice Manager and clinical oversight from the Clinical Head of Department.

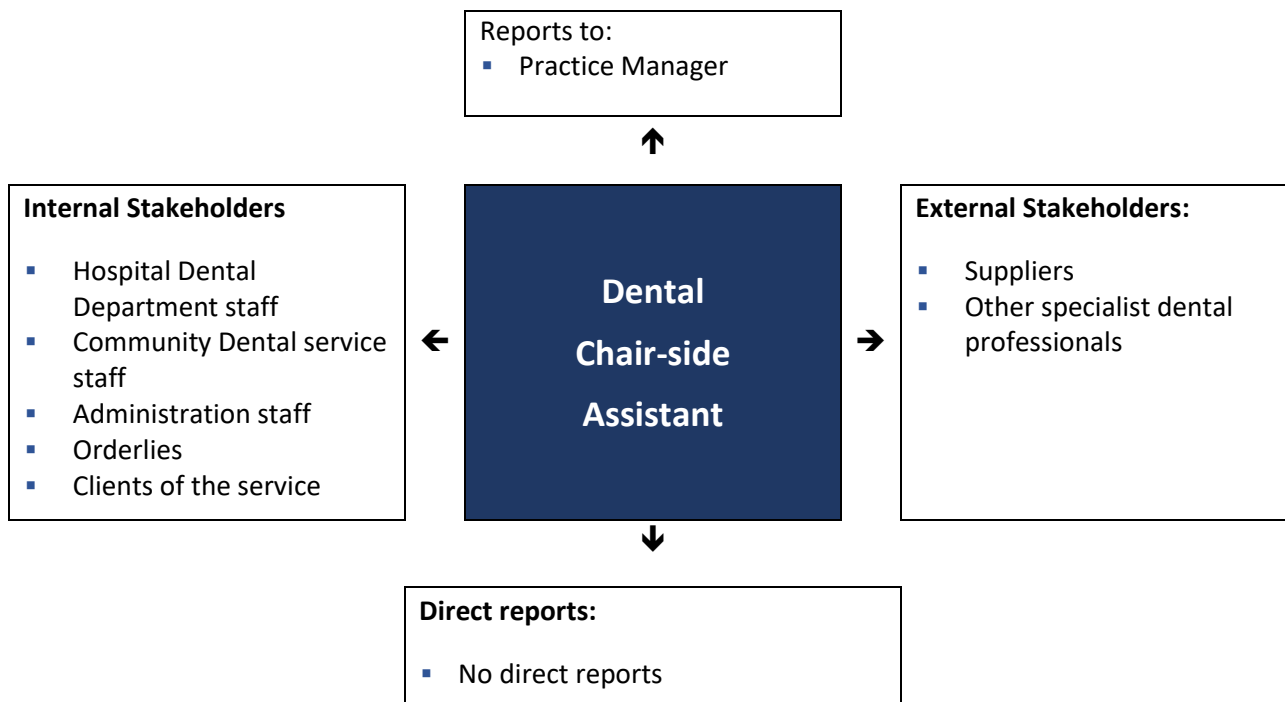
- Provision of support for adult/children patients attending the department
- Provision of accurate equipment set up and sterilisation according to established cross infection procedures
- Tasks are completed in a timely fashion

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. General accountabilities	<ul style="list-style-type: none">▪ Ensure that your health and safety practice meets the requirements of health and safety at work legislation;▪ Applies the DHB's policies and processes and contributes to a culture of safe practice;▪ All equipment is sterilised according to established procedures and NZDA Cross Infection Guidelines;▪ Required equipment/instruments are set up for each patient;▪ Materials are mixed and radiographs are developed;▪ All persons, be they patients, staff or general public, are dealt with courteously and promptly and in a culturally sensitive manner;▪ Adheres to the relevant legislation e.g. Privacy Act;▪ Provides support to the other dental assistants and the wider dental team in general;▪ Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the DHB's Code of Conduct;▪ Respond to the changing needs of the DHB, performing other tasks as required;▪ Champion equality and diversity in the workplace including the Treaty of Waitangi.

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
To provide a customer focused service	<ul style="list-style-type: none"> Builds rapport quickly; All persons, be they clients, staff or general public, are dealt with courteously and promptly and in a culturally sensitive manner; Cell phones are not to be in use in patient areas during work hours.
Ethics and Values	<ul style="list-style-type: none"> Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; Acts in line with those values; Rewards the right values and disapproves of others; Practices what he/she preaches.
To maintain confidentiality	<ul style="list-style-type: none"> Adheres to the Privacy Act, ensuring client confidentiality is maintained at all times; Does not share information with others if not appropriate.
Integrity and Trust	<ul style="list-style-type: none"> Is widely trusted; Is seen as a direct, truthful individual; Can present the unvarnished truth in an appropriate and helpful manner; Keeps confidences; Admits mistakes;

Competency	Behaviours
	<ul style="list-style-type: none"> Does not misrepresent him/herself for personal gain.
Interpersonal Savvy	<ul style="list-style-type: none"> Builds appropriate rapport; Uses diplomacy and tact; Can diffuse even high-tension situations comfortably.

Experience and Capability

Essential qualifications, skills and experience

- Experienced dental assistant with recent experience;
- Has great communication skills;
- Works well in a fast past environment;
- Takes direction as is appropriate;
- Ensures room and instruments/equipment are set up for each patient;
- Sterilisation of instruments.

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.