



Te Marae Ora (TMO) Ministry of Health
 GOVERNMENT OF THE COOK ISLANDS

PO Box 109 Rarotonga Cook Islands Phone (682) 29664 Fax (682) 23109 www.health.gov.ck

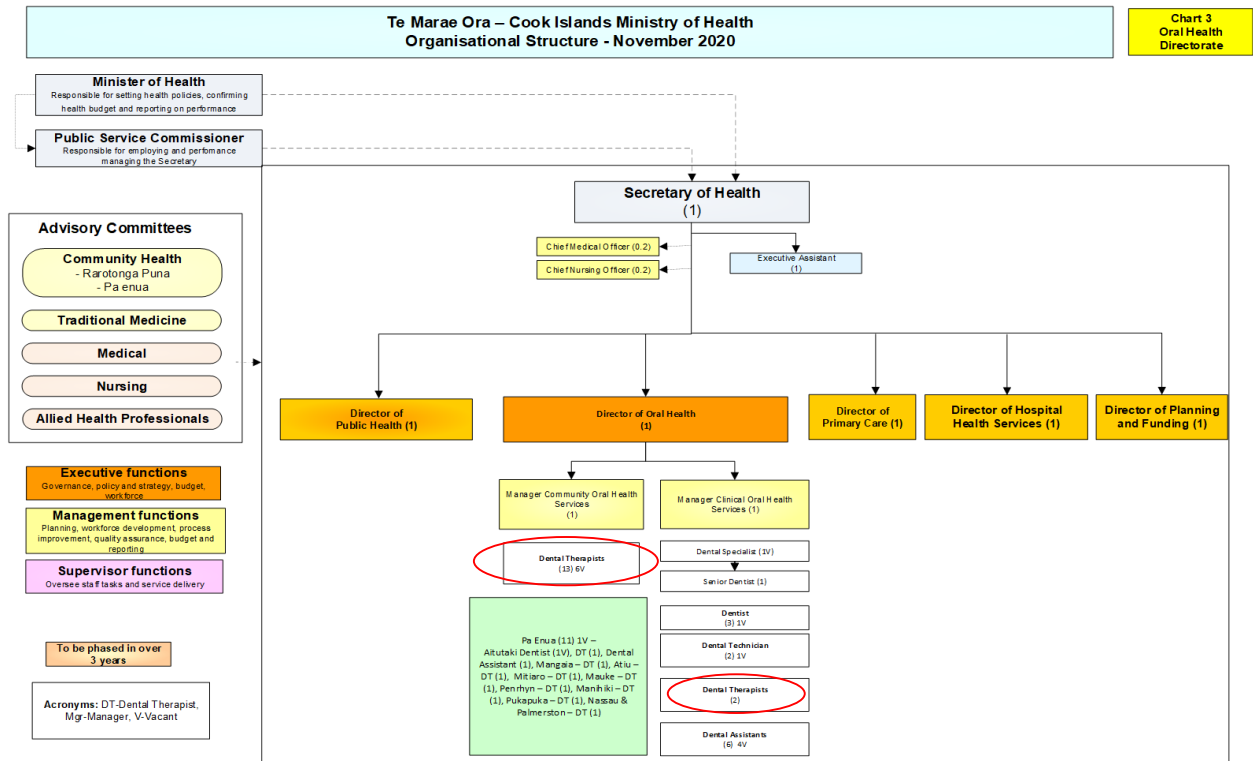
POSITION SUMMARY

Job Title:	Dental Therapist
Division:	Oral Health
Responsible To:	Managers Community Oral Health/Clinical Oral Health
Responsible For:	Nil
Job Purpose:	This role is responsible for providing preventive and general oral health services in schools and in clinics for Te Marae Ora (TMO) Ministry of Health. They work as part of a team to provide preventive and curative oral health care for children and adolescents in the community. This role provides technical reports to respective Managers regarding oral health matters.
Job Classification:	F - T3 First Level Specialist
Date updated:	November 2020

AGENCY VISION AND VALUES

Vision: All people living in the Cook Islands living healthier lives and achieving their aspirations.
Values: Respect, People focused, Equity, Quality, Integrity and Accountability

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6) Job Holder is accountable for:	Key Performance Indicators (SMART) Job holder is successful when:
<p>Strategic and operational excellence</p> <ul style="list-style-type: none"> • Provide technical and periodic reports to the Manager Health • Ensure work meets established quality standards • Ensure health information systems are robust and inform service delivery • Ensure protocols and guidelines promote quality services/care • Treat complaints as an opportunity to improve and implement changes required • Perform other duties as required 	<ul style="list-style-type: none"> • Quality advice is provided in a professional and timely manner • Quality service delivery maintained • Quality health information systems • Protocols and guidelines implemented effectively • Service delivery continuously improves • Service area and TMO functions effectively
<p>Patient Care</p> <ul style="list-style-type: none"> • Provide quality primary oral health treatment for all patients • Maintain population screening programmes annually and provide preventive and curative care • Provide appropriate preventive and curative care for school children including tooth brushing, fissure sealant, extraction etc. • Examine, investigate and provide treatment for basic and general oral health, and refer complex cases to dentist for more treatment • Maintain professional communication with patients pertaining to their care including the type of care, appointment schedules, fees and other issues • Comply with infection control protocols to ensure patient and workforce safety • Provide technical advice to oral health staff to enhance services and patient satisfaction 	<ul style="list-style-type: none"> • Quality patient care provided with minimal repeat treatment • School children screened annually and receive appropriate care • Children receive appropriate oral health services relevant to need • General oral health services are implemented effectively and complex cases are referred appropriately • Professional relationships with patients are maintained with excellent communication • Infections or complications are minimised with strong infection control measures • Technical advice given is relevant and timely in improving patient care
<p>Information Management and Reporting</p> <ul style="list-style-type: none"> • Contribute to TMO policies, strategic plans and business plans • Ensure that all patient information is accurately documented and kept confidential in patient records • Prepare and submit monthly reports to the Manager • Submit incident reports to the Manager when required 	<ul style="list-style-type: none"> • Policies, plans and documents are accessible for business planning and reporting • Patient information recorded • Accurately and timely reporting to the Manager • Incidents are documented, addressed and reported in a timely manner

<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate the Public Service and TMO values and contribute to positive team culture • Participate in relevant training and professional development opportunities • Contribute to the division's goals with great ideas and excellent performance • Continuously improve work performance • Monitor performance and always keep Manager informed of work progress 	<ul style="list-style-type: none"> • Embrace Public Service and TMO values • Training contributes to improved performance • Division achieves its targets • Always seeking and implementing better ways of doing work • Manager is pleased with work performance
--	---

WORK COMPLEXITY

1	Deliver quality services that exceeds patient expectations
2	Ensure current knowledge and practice reflect modern dentistry and safe practice
3	Develop innovative ways to implement oral health care with limited resources

AUTHORITY

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS

Internal	Nature of Contact	External	Nature of Contact
TMO Executive and Managers	Reporting (Relating-Medium)	General Public Community stakeholders and schools	Health promotion programmes, awareness, education (<i>Interact/Serve</i>)
Clinicians and Nurses	Oral health services (<i>Relating-medium</i>)	Medical and Dental council	Registration, clinical competencies, review and investigation (<i>Interact/Serve</i>)
Public Health Nurses and Divisional Managers	Services for maternal mothers and school children (<i>Relating-Medium</i>)	Regional, International health organisations	Planning, policy development, reporting, technical assistance (<i>Interact/Serve</i>)
Oral Health Services staff	Oral health services, training, reporting (<i>Relating-Light</i>)		
Planning and Funding staff	Policy development, planning, payroll, workforce training and disputes, reporting (<i>Relating-Medium</i>)		

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • Bachelor of Oral Health • Current Annual Practising License 	<ul style="list-style-type: none"> • Postgraduate Diploma in Oral Health or equivalent

EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"> • Minimum five years' experience in oral health services to children/adolescents 	<ul style="list-style-type: none"> • Over five years' experience providing oral health services to children/adolescents

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Ability to implement evidence-based strategic and operational plans • Ability to influence and negotiate with others to provide resources for health
Advanced	<ul style="list-style-type: none"> • Excellent written and spoken Cook Islands Maori and English • Excellent people, interpersonal and communication (written/verbal) skills • Ability to consult with colleagues, doctors and patients to obtain or pass on critical information to ensure patient dental care meets required standards • Analyse situations, apply critical thinking and implement solutions in the provision of health services • Ability to undertake research to find information not easily obtainable within the immediate environment • Diagnosing the dental problems with which the patients present; identifying and implementing the appropriate dental responses • Ability to counsel health system users experiencing emotionally trying health care situations/trauma • Ability to mediate problems between staff to achieve agreeable outcomes • Ability to complete written/verbal reports to a high degree of accuracy • Excellent use of computers, software (Microsoft Office) and health information systems
Working	<ul style="list-style-type: none"> • Ability to articulate TMO's vision and values through service delivery • Keep up to date with evidence and trends in healthcare service delivery • Health system operations and services in hospital and community settings • Ability to manage and account for any patient charges that apply
Awareness	<ul style="list-style-type: none"> • National strategic plans and policies and relation to health • Regional and global health, social and economic developments • Role of media and risks of misinformation misleading the public

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Secretary of Health

Date

Employee

Date