

Job Description – Oral Health Therapist

POSITION	Oral Health Therapist
REPORTS TO	Dentist / Director
FUNCTIONAL RELATIONSHIPS	<p>Patients</p> <p>Dentists and Dental Specialists</p> <p>Receptionists</p> <p>Dental Surgery Assistants</p> <p>Dental Hygienists, Dental Therapists, Oral Health Therapists</p> <p>Sterilisation Coordinator</p> <p>Dental Technicians</p> <p>Supply Company Representatives</p>
STAFF RESPONSIBILITIES	None
OVERALL OBJECTIVE OF THE POSITION	The purpose of this job is providing oral health assessment, diagnosis, management, treatment and preventive care for patients allowed within the oral health therapists scope of practice under the HPCA Act 2003 and HPCA Act Amendment 2019.
KEY OBJECTIVES / TASKS / RESPONSIBILITIES	PERFORMANCE INDICATORS / OUTCOMES
1. Examination, oral health assessment and provision of an oral care plan	<ul style="list-style-type: none"> • Background, medical, dental and relevant social history information are gathered and recorded from the patient. • Oral health is examined and recorded within the competencies and experience of the Oral Health Therapist. • Provide or make provision for an individualised oral care plan, in collaboration if required, with other oral health professionals. • Oral care plan addresses the aetiology of oral and dental diseases, includes expected outcomes and recall recommendation. • Communicate this information to patients/care givers in a professional and effect manner to obtain informed consent. • Record the informed consent to the agreed treatment and ensure this consent remains valid.
2. A preventive care focus and dental health information are provided to patients	<ul style="list-style-type: none"> • Debride plaque and calculus from supra and sub gingival tooth surfaces • Apply preventive agents according to patient needs – fluorides, tooth sensitivity/ discolouration agents/ fissure sealant

Job Description – Oral Health Therapist

	<ul style="list-style-type: none"> • Oral health information is provided to enable patients to improve specific oral and dental problems. • Oral health information appropriate to the patient’s knowledge, interest and motivation is provided
3. Restorative Care	<ul style="list-style-type: none"> • Restore the integrity and function of the teeth according to the consented oral care plan within the competencies and experience of the Oral Health Therapist. • Provide care in an effect, timely manner using appropriate behaviour management techniques and effective local anaesthesia if required
4. Infection Prevention and Control	<ul style="list-style-type: none"> • Hands are washed before and after each patient and fresh gloves are used for each patient. • Instruments and equipment are cleaned, sterilised and set up ready for use according to the practice’s cross infection control procedures, and used supplies are disposed of safely. • The primary and secondary work zones of the dental surgery are cleaned and disinfected between patients according to the practice’s cross infection control procedures. • Standard precautions are followed at all times • Compliance with practice protocols is maintained at all times • Has read, understood and keeps up to date with the practice’s Occupational Health and Safety Guidelines and guidelines for emergencies. • Understands and complies with Dental Council Standards Framework for Oral Health Professionals
5. Documentation and Patient Records	<ul style="list-style-type: none"> • Maintain patient confidentiality and ensure records are stored safely • Ensure records are accurate legible, accurate, up-to-date, complete and relevant • Appropriate signatures and permission recorded on files • Copies of written information and referral letters are documented in patients’ files • Store and label extra- and intra-oral photographs, and radiographs
6. Personal conduct maintains and enhances the professional reputation of the practice	<ul style="list-style-type: none"> • Personal hygiene must be exemplary. Avoid the use of strong-smelling deodorants and perfumes • A neat and tidy appearance is always maintained. In particular, hair below the collar should be tied back

Job Description – Oral Health Therapist

	<p>and jewellery should not prevent the practices cross infection control procedures being undertaken.</p> <ul style="list-style-type: none">• Positive and professional interactions should be maintained at all times with patients, families, staff of the practice and all people who interact with the practice.• Behave respectfully in communication to and about colleagues and other health professionals• Willingness to undertake other appropriate tasks delegated by the dentist or practice manager.• Seminars, staff meetings and training are attended as required.
<p>IDEAL PERSON SPECIFICATION</p> <p>Skills and knowledge required:</p> <ul style="list-style-type: none">• Bachelor of Oral Health (Otago), Bachelor of Health Science (AUT) or equivalent, registration with the Dental Council of New Zealand and current annual practicing certificate.• High level of interpersonal skills• Able to communicate clearly and effectively with a wide range of people from diverse backgrounds; able to interact with others confidently and tactfully• Demonstrated ability to work effectively under fluctuating levels of pressure• Passionate about oral health• Experience in working in a collaborative team environment• Legal right to work in New Zealand.	

Date effective: 1 March 2022

Position description prepared by: Dr Tony Dey and Olivia Raffills