



## RUN DESCRIPTION

<b>POSITION:</b>	<b>Non Training Registrar</b>
<b>DEPARTMENT:</b>	Oral Health
<b>PLACE OF WORK:</b>	Regional Auckland Area
<b>RESPONSIBLE TO:</b>	Clinical Director of Oral Health through a nominated Consultant.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Oral Health consultants and Dental officers.
<b>RUN PERIOD:</b>	12 months

### Section 1: Registrars Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<p>Facilitate the management of inpatients commensurate with and appropriate to the registrar's skill level;</p> <p>Manage the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Consultant, also organise relevant investigations, ensure the results are followed up, sighted and signed;</p> <p>Be responsible, under the supervision of the Consultant to review inpatients on a daily basis (with the exception of un-rostered weekends);</p> <ul style="list-style-type: none"> <li>• Maintain a high standard of communication with patients, patients' families and staff; Inform consultants of the status of patients especially if there is an unexpected event; Liaise with other staff members, departments, and General Practitioners in the management of in-patients;</li> </ul> <p>Communicate with patients and (as appropriate) their families about patients' illness and treatment;</p> <ul style="list-style-type: none"> <li>• Organise x-rays for Oral and Maxillo-Facial sessions;</li> </ul> <p>Supervise required paperwork on Friday prior to known or likely weekend discharges.</p> <p>Attend handover, Team and departmental meetings as required.</p> <p>Attend acute and elective admissions to the Department, document or case plan a problem list, and request basic investigations</p> <p>Clinical skills, judgement and knowledge are expected to develop during the</p>

Area	Responsibilities
	<p>attachment</p> <p>Actively engage with, and where appropriate initiate, clinical audit, service improvement and research projects</p> <p>Provide clinics for patients requiring routine and complex dento-aveolar and minor oral surgery</p> <p>Assist with covering unrostered Relief of Pain</p>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Attend the Operating Room as required by the Clinical Director or Consultant</li> <li>• Attend outpatient and pre-admission clinics as rostered or as required by the Clinical Director or Consultant</li> <li>• In-patients will be attended daily on weekdays and the House Surgeon will be available for ward rounds performed by the Consultant and/or Registrar.</li> <li>• Rotation between Auckland, Greenlane and Middlemore Hospitals as rostered</li> </ul>
<b>Acute admitting</b>	<p>Assess patients referred by the admitting Consultant. Take a history, perform an examination then formulate and initiate a management plan in consultation with the Consultant;</p>
<b>On-Duty</b>	<p>Respond to requests by other health professionals to assess and treat inpatients under the care of other medical teams or services as per the attached roster.</p> <ul style="list-style-type: none"> <li>• When On Duty, be required to be at a recognised place for the purpose of carrying out Registrar duties.</li> </ul>
<b>Administration</b>	<p>Ensure legible notes are written in patient charts at all times. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded;</p> <p>Be conversant with the electronic record and clinical system used by the service-Exact and understand the IS systems within ADHB and CMDHB;</p> <p>Provide patients on their discharge from the Service with a clinical summary, prescription and follow-up appointment if so required;</p> <p>At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service;</p> <p>Obtain informed consent for procedures within the framework of the Dental Council guidelines which state:</p> <ul style="list-style-type: none"> <li>• <i>“The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Dental Council believes that the responsibility for obtaining consent always lies with the consultant – as the one performing the procedure, they must ensure the necessary information is communicated and discussed.”</i></li> </ul>

## Section 2: Weekly Schedules

### Maxillofacial Registrar

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>a.m.</b>	Ward round and acute theatre at MMH	Ward round Alternate weeks elective theatre / acute theatre at MMH	Ward round and acute theatre at MMH	Ward round and acute theatre at MMH	Ward round and acute theatre at MMH
<b>p.m.</b>	Alternate weeks elective theatre / acutes, oral surgery clinic at MMH	Oral Surgery clinic / elective theatre once every 4 weeks at MMH, or acutes	Elective list at GCC	Oral Surgery Clinic GCC	Acute theatre. If no theatre, administration work.

## Section 3: Training and Education

Area	<i>Registrar Responsibility</i>
<b>General</b>	<p>Through example and supervision, actively contribute to the education of healthcare professionals in training assigned to their team;</p> <p>May be requested to teach other health care workers.</p> <p>Ensure their consultant/s are advised of other clinical teaching times e.g. Clinical Skills Courses etc.</p>
<b>Service specific</b>	<p>House Officer teaching programme Friday 0730 to 0930</p> <p>Present case studies to local dentists at the Auckland Dental Association meetings when appropriate</p> <p>Present at the Annual Hospital Dental Officers Conference when appropriate</p>

## Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<p>There are two accredited Registrars positions and one Non Training Registrar position that contribute to the on call roster with an on call frequency of 1:3.</p> <p>Consultants will be available on call to attend the workplace if necessary on the following basis: available by telephone, cellphone or telepager and can attend the hospital within 30 minutes.</p> <p>The number of house officers working on the roster will be 6.</p> <p>There will be one House Officer rostered on call between the hours of 1700 and 0800 hours Monday to Friday. There will be one House Officer rostered on call between the hours of 0800 and 0800 for each day of the weekend and Public Holidays</p>

## Section 5: Roster

<i>Hours of Work</i>			
Ordinary Hours	Monday to Friday	0800 – 1700 (on site)	9 Hours
On call	Monday to Friday	1700 – 0800 (on call off site)	15 Hours
When rostered on call the registrar is required to be on duty between 0800-1700, and will be on call off site between the hours of 1700-0800			
On call	Saturday, Sunday & Public Holidays	0800 – 0800 (on call off site)	24 Hours
When on call the Registrar must be available to attend the hospital within 30 minutes.			

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> <li>At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time;</li> <li>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant.</li> </ul>	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> <li>An initial meeting between the Consultant and Registrar to discuss goals and expectations for the run, review and assessment times, and one on one teaching time;</li> <li>The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Registrar will bring these to the Registrar's attention, and discuss and implement a plan of action to correct them;</li> <li>A final assessment report on the Registrar at the end of the run, a copy of which is to be sighted and signed by the Registrar.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Ordinary Hours 40	Together, The Service with the RMO Support Unit will be responsible for the preparation of any Rosters.  Call back shall be paid in addition
Rostered Additional 5	
Unrostered Hours 5	
Total hours per week 50	

**Salary** The salary for this attachment will be as detailed in a Category **D** run category,  
Note: Call back shall be paid in addition to the Category **D** salary.