

RUN DESCRIPTION

POSITION:	Non Training Registrar – Paediatric dentistry
DEPARTMENT:	Hospital & Specialist Dentistry (H&SD)
PLACE OF WORK:	Regional Auckland Area
RESPONSIBLE TO:	Service Clinical Director H&SD (through a nominated Paediatric Dentistry Consultant.)
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, hospital and community based healthcare workers
DESCRIPTION OF THE POST:	<p>The post is not part of any formal training programme. The post is designed to improve knowledge and broaden experience in the specialised practice of paediatric dentistry.</p> <p>The non-training paediatric registrar is expected to develop diagnostic, investigational, treatment planning, and clinical skills for the management of child and adolescent patients, with a focus on the knowledge and skills required to manage patients with complex medical and dental special needs.</p>
PRIMARY OBJECTIVE:	The primary objective of this position is support the delivery of high quality, comprehensive dental care to eligible children and adolescents who are under the care of H&SD. This will involve the delivery of care by way of outpatient clinics, inpatient ward reviews and operating rooms across the Auckland region.
RUN PERIOD:	12 months

Section 1: Registrar Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> • To provide dental treatment and support for paediatric patients under the direction and guidance of the Consultants in Paediatric Dentistry, including: <ul style="list-style-type: none"> ○ Outpatient and inpatient treatment planning and treatment of children and adolescents with complex medical / dental needs. ○ Treatment of anxious children and adolescents including the use of relative analgesia. ○ Treatment of children and adolescents patients under general anaesthesia.

Area	Responsibilities
	<ul style="list-style-type: none"> ○ Preadmission dental assessment of acute and elective child and adolescent patients. ○ Organise diagnostic investigations and imaging in support of clinical activities, ensure the results are reviewed, accepted and follow-up actions are taken in a timely fashion. ○ Ensure detailed patient care treatment plans are in place to support the timely management of patients. ○ Liaise with other staff members, departments, and medical and dental practitioners in the management of patients, including community stakeholders (for example, Auckland Regional Dental Services). ○ Be available to attend operating rooms at Starship Hospital for combined cases with other medical specialities. ○ Ensure effective patient handover and transfer of care. ● Ensure clinical practice is maintained within the prescribed Dental Council Scope(s) of practice for which she/he is registered. ● Comply with organisational policies and procedures, and comply with the NZ Dental Council Practice Standards. ● To keep the Consultants informed of all changes in treatment of their patients, especially if there is an unexpected event. ● To participate in clinical audit and assist in the direction and management of patient services. ● To support H&SD house officers caring for paediatric patients and organise follow-up dental review with the paediatric dental team, when indicated. ● Assist with the day-to-day running of paediatric dental services within H&SD.
Quality and communication	<ul style="list-style-type: none"> ● Build relationships of trust and maintain high standards of communication with patients, guardians, patients' families and staff on matters related to patients under the care of H&SD. This includes, timely and appropriate written communication (eg. clinic and discharge letters), as appropriate with referrers. ● Be aware of diversity and function effectively and respectfully when working with and treating people of different cultures. Culture is not restricted to ethnicity, but also includes (and is not limited to) gender, spiritual beliefs, sexual orientation, lifestyle, beliefs, age, social status or perceived economic worth. ● Have and understanding of and apply the principles of the Treaty of Waitangi. ● Actively engage with, and where appropriate initiate, clinical audit, service improvement and research projects. ● Attend and participate in clinical and non-clinical meetings as directed. ● Contribute to the administrative and management aspects of H&SD activities such as service development projects and quality initiatives. ● Strive for continuing improvement in all aspects of work.
Administration	<ul style="list-style-type: none"> ● Be conversant with the electronic record and clinical systems used by H&SD, including <i>Titanium</i> and <i>Concert</i>, and ensure a high standard of clinical documentation is maintained.

Section 2: Weekly Schedules (Indicative) Paediatric Dentistry Registrar

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Ward round Acute outpatients	Elective Theatre	Acute outpatients	Outpatient clinic	Elective Theatre
p.m.	Outpatient clinic	Outpatient clinic	Administration	Elective Theatre	Outpatient clinic

Section 3: Training and Education

Area	Registrar Responsibility
General	<ul style="list-style-type: none"> Through example and supervision, actively contribute to the education of healthcare professionals regarding principles, knowledge and clinical skill relevant to the practice of paediatric dentistry. May be requested to teach other health care workers. Apply principles of evidence based dentistry to clinical practice and contribute to the advancement of paediatric dental practice. Participate in research projects Actively participate in education sessions within H&SD including the delivery of presentations as directed.
Service specific	<ul style="list-style-type: none"> H&SD continuing professional development programme Presentations and case studies to professional and interest groups when appropriate

Section 4: Cover:

<i>Specialist And Dental Officer Cover</i>
<p>Paediatric Dentistry Consultants and senior dentists will be available in the workplace on the following basis: available during rostered clinics, by telephone, cellphone or e-mail. The registrar will be asked to cover clinics and theatre sessions for other H&SD clinicians, from time to time.</p> <p>There will be one H&SD House Officer rostered on call between the hours of 1700 and 0800 hours Monday to Friday. There will be one H&SD 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>
<p>Ordinary hours: Monday to Friday 0730 – 1730 (on site) 10 hours</p> <p>The registrar is required to provide clinical services on Saturday 0730 - 1730 at a frequency of 1:6.</p>

Section 5: Performance appraisal

<i>Performance appraisal</i>	
<p>The Registrar's performance will be supervised and appraised regularly primarily by the supervising consultant. This may include (but is not limited to):</p> <ul style="list-style-type: none"> - Formal discussion and objective setting regarding expected graded knowledge, clinical, ethical, research and professional skill accumulation during the rotation, at the beginning of the rotation. - Informal (formative) feedback on an ongoing basis through Consultant and other Senior Dentist discussion as they relate to individual cases. - Periodic formal Registrar and Consultant-led review of Registrar performance at set three and six monthly intervals. - Although not a formal training position, the Registrar is expected to keep a logbook of cases seen. 	

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Ordinary Hours	40	H&SD with the RMO Support Unit will be responsible for the preparation of Rosters.
Rostered Additional	10	
Unrostered Hours	2	
Total hours per week	52	

Salary

The salary for this attachment will be as detailed in a Category **D** run category,