

# RUN DESCRIPTION

<b>POSITION:</b>	Oral Medicine – Non-Training Registrar (OM-NTR)
<b>DEPARTMENT:</b>	Auckland Regional Hospital & Specialist Dentistry (HSD)
<b>PLACE OF WORK:</b>	Regional Auckland Area - primarily Greenlane Clinical Centre and may include Auckland City Hospital, Greenlane Clinical Centre, Middlemore Hospital, Northshore Hospital, Waitakere Hospital and the Buckland Road Dental Centre.
<b>RESPONSIBLE TO:</b>	Service Clinical Director H&SD (through a nominated Oral Medicine Consultant).
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, hospital and community-based healthcare workers
<b>DESCRIPTION OF THE POST:</b>	<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 Oral Medicine.</p> <p>The OM-NTR is expected to develop diagnostic, investigational, treatment planning, and clinical skills for the management of HSD patients with a focus on the knowledge and skills required to manage patients with Oral Medicine needs.</p>
<b>PRIMARY OBJECTIVE:</b>	The primary objective of this position is support the delivery of high quality, comprehensive Oral Medicine services to eligible patients who are under the care of HSD. This will involve the delivery of care by way of outpatient clinics across the Auckland region.
<b>RUN PERIOD:</b>	12 months

## Section 1: Registrar Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>• Provide treatment and support for Oral Medicine patients under the direction and guidance of the Consultants in Oral Medicine, including: <ul style="list-style-type: none"> <li>○ Provide individualised Oral Medicine services to assigned patients including; undertaking initial assessments, development of diagnoses, problem lists and management plans, provide clinical care, undertake recall and review (when indicated). Assigned patients may include patients with: <ul style="list-style-type: none"> <li>▪ complex oral mucosal and potentially malignant diseases;</li> <li>▪ oral disease occurring as a manifestation of systemic disease;</li> <li>▪ complex orofacial pain disorders;</li> <li>▪ temporomandibular disorders;</li> </ul> </li> </ul> </li> </ul>

<b>Area</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>▪ salivary gland disorders.</li> <li>• Ensure detailed patient care plans are in place to support the timely management of patients.</li> <li>• Work closely with House Officers, provide supervision and share responsibilities where and when appropriate.</li> <li>• Keep the Consultants informed of all changes in treatment of patients in a timely fashion, especially if there is an unexpected event.</li> <li>• Undertake biopsy and other interventional dental or surgical procedures relevant to Oral Medicine care (within the limits of the clinician's training and experience).</li> <li>• Organise diagnostic laboratory &amp; radiology investigations in support of clinical activities; ensure the results are reviewed, where appropriate discussed with the Consultant prior to accepting these and follow-up actions are taken in a timely fashion.</li> <li>• Ensure all biopsy procedures are accurately recorded in the Departmental biopsy logbook and undertake regular review of the logbook and take the necessary remedial actions.</li> <li>• Discuss all patients deemed eligible for discharge with a supervising Consultant or Senior Dentist prior to doing so.</li> <li>• Understand and apply HSD infection prevention and control (IPC) policies and practices during all patient interactions and related activities ensuring patient and staff safety and compliance with Dental Council NZ practice standards.</li> <li>• Maintain comprehensive contemporaneous clinical records for all patient interactions using ADHB patient information forms and platforms including <i>Titanium</i> and the <i>Regional Clinical Portal</i>.</li> <li>• Provide referrers and patient primary care clinicians (i.e. dentists and general practitioners) with appropriate clinical communication regarding outcomes of appointment encounters (disease status updates, changes to the management plan, new referrals) in a timely fashion.</li> <li>• Maintain patient privacy and confidentiality in accordance with ADHB procedures and policy.</li> <li>• Obtain informed consent for all procedures.</li> <li>• When requested, assist with the triage of Oral Medicine related referrals into HSD in accordance with acceptance criteria, including where necessary verbal and written advice back to referrers.</li> <li>• Ensure radiographs and / or histology are organised for scheduled sessions.</li> <li>• Develop patient information resources to support effective Oral Medicine care.</li> <li>• Ensure clinical practice is maintained within the prescribed Dental Council of New Zealand (DCNZ) scope(s) of practice for which s/he is registered.</li> <li>• Comply with organisational policies and procedures, and comply with the DCNZ Practice Standards.</li> <li>• To undertake other duties, from time-to-time, at the discretion of the Consultants.</li> <li>• To support HSD house officers caring for Oral Medicine patients and organise follow-up dental review with the Oral Medicine team, when indicated.</li> <li>• Undertake regular (at least monthly) audits of open treatment plans to ensure courses of care are appropriately closed off.</li> </ul>
<b>Quality and communication</b>	<ul style="list-style-type: none"> <li>• 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 HSD. This includes, timely and appropriate written communication (eg.</li> </ul>

<b>Area</b>	<b>Responsibilities</b>
	<p>clinic and discharge letters), as appropriate with referrers.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Have and understanding of and apply the principles of the Treaty of Waitangi.</li> <li>• Provide clinical services in a culturally appropriate manner in support of needs of Māori and Pacific patients.</li> <li>• Participate in clinical quality assurance activities including clinical audit, clinical case reviews, and relevant multidisciplinary meetings.</li> <li>• Actively engage with, service improvement and research projects.</li> <li>• Attend and participate in clinical and non-clinical meetings as directed.</li> <li>• Contribute to the administrative and management aspects of HSD activities.</li> <li>• Strive for continuing improvement in all aspects of work.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Be conversant with the electronic record and clinical systems used by HSD, including <i>Titanium</i> and the <i>Regional Clinical Portal</i>, and ensure a high standard of clinical documentation is maintained.</li> </ul>

## Section 2: Weekly Schedules (Indicative) Oral Medicine Non-Training Registrar

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>a.m.</b>	Outpatient clinic	Outpatient clinic	Outpatient clinic	Ward Round -	Non-contact patient administration
<b>p.m.</b>	Outpatient clinic	Outpatient clinic	Non-contact patient administration	Outpatient clinic	Outpatient clinic

Duties may be altered from time-to-time in the light of changing circumstances and after consultation with the post-holder.

## Section 3: Training and Education

Teaching sessions will be undertaken as part of consultant led outpatient clinics twice weekly. The detailed roster for these sessions is determined annually in consultation with the NTR. Teaching will also be part of the monthly HSD in-service education and clinical audit programme.

<b>Area</b>	<b>Registrar Responsibility</b>
<b>General</b>	<ul style="list-style-type: none"> <li>• Through example and supervision, actively contribute to the education of healthcare professionals regarding principles, knowledge and clinical skill relevant to the practice of oral medicine.</li> <li>• May be requested to teach other health care workers.</li> <li>• Apply principles of evidence based dentistry to clinical practice and contribute to the advancement of oral medicine practice.</li> <li>• Participate in research projects</li> <li>• Actively participate in education sessions within HSD including the delivery of</li> </ul>

	presentations as directed.
<b>Service specific</b>	<ul style="list-style-type: none"> <li>• HSD continuing professional development programme</li> <li>• Presentations and case studies to professional and interest groups when appropriate</li> </ul>

#### **Section 4: Cover:**

<i><b>Specialist and Dental Officer Cover</b></i>
<p>Oral Medicine Consultants will be available in the workplace on the following basis: available during rostered clinics, by cellphone or e-mail. The OM-NTR will be asked to cover clinics for other HSD clinicians, from time to time.</p> <p>There will be one HSD House Officer rostered on call between the hours of 1700 and 0800 hours Monday to Friday. There will be one H&amp;SD House Officer rostered on call between the hours of 0800 and 0800 for each day of the weekend and Public Holidays. The IM-NTR has no rostered afterhours on-call responsibilities.</p> <p>Cover for leave will be provided internally within the department</p>

#### **Section 5: Roster**

<i><b>Hours of Work</b></i>
<p>Ordinary hours: Monday to Friday 10 hours pr day 0730 – 1730 (on site)</p>

#### **Section 5: Performance appraisal**

<i><b>Performance appraisal</b></i>
<p>The OM-NTR 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"> <li>• 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.</li> <li>• Informal (formative) feedback on an ongoing basis through Consultant and other Senior Dentist discussion as they relate to individual cases.</li> <li>• Periodic formal OM-NTR and Consultant-led review of performance at set three and six monthly intervals.</li> <li>• Although not a formal training position, the OM-NTR is expected to keep a logbook of cases seen.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Ordinary Hours	40	HSD with the RMO Support Unit will be responsible for the preparation of Rosters.
Rostered Additional	10	
Unrostered Hours	.21	
Total hours per week	50.21	

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