



RUN DESCRIPTION

POSITION:	Oral & Maxillofacial Surgery Non-Training Dental Registrar
DEPARTMENT:	Oral & Maxillofacial Surgery (OMS)
PLACE OF WORK:	Auckland City Hospital, Greenlane Clinical Centre, Middlemore Hospital and Regional Auckland Area
RESPONSIBLE TO:	Service Clinical Director OMS through a nominated Consultant(s)
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, hospital and community based healthcare workers
PRIMARY OBJECTIVES:	<p>To support OMS registrars and consultants in ED, outpatient clinics, hospital wards and theatres in the delivery of high quality, comprehensive care to eligible patients who are under the care of OMS.</p> <p>To support Dental House Officers with respect to clinical and administrative duties associated with OMS or Oral Health on-call.</p>
RUN PERIOD:	1 year (January 2022 – February 2023)

Section 1: OMS Non Training Registrars Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical	<ul style="list-style-type: none"> • Provide treatment and support for OMS patients under the direction and guidance of the OMS registrars and consultants, including: <ul style="list-style-type: none"> • Outpatients in ED or clinic • Inpatients on the ward • Obtaining informed consent for all procedures. • Arranging investigations, preadmission and surgical bookings as directed. <ul style="list-style-type: none"> ○ Ensuring follow-up of results of investigations. ○ Undertaking dental aspects of patient care as indicated or directed. ○ Recording every patient event on Concerto (MAXFAX data sheet) for purposes of audit. ○ Ensuring effective patient handover and transfer of care. ○ Undertaking inpatient discharge administration; discharge summary, prescription, review appointment • Assisting in theatre as required). • Participate in the on-call rota (as rostered).

Area	Responsibilities
	<ul style="list-style-type: none"> • Attend ward rounds (as rostered). • Seek advice whenever the complexity of the patient's clinical situation is outside your scope or experience • Understand and apply Oral Health 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. • 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>. • Maintain patient privacy and confidentiality in accordance with ADHB procedures and policy. • Ensure clinical practice is within the prescribed New Zealand Dental Council Scope(s) of practice. • Comply with organisational policies and procedures and the Dental Council of New Zealand (DCNZ) Practice Standards. • Keep OMS registrars and consultants informed of all changes in treatment of their patients, especially if there is an unexpected event. • Participate in clinical audit. • Undertake other duties at the discretion of the OMS registrars and consultants.
Quality and communication	<ul style="list-style-type: none"> • Build relationships of trust and maintain high standards of communication with patients, guardians, patients' families/whānau and staff on matters related to patients under the care of OMS. This includes timely and appropriate written communication (eg. clinic and discharge letters), as appropriate with referrers. • Liaise with other staff members, departments, and General Medical and Dental Practitioners in the management of patients • 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 an 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. • Strive for continuing improvement in all aspects of work.
Teamwork	<ul style="list-style-type: none"> • To support and work with the Dental House Officers to provide timely and appropriate advice and assistance with respect to Dental House Officers clinical and administrative duties within OMS. • Contribute to the orientation, training and development of Dental House Officers. • Coordinate run change-over administration with the HSD NTR. • Assist the OMS Business Manager / Team Leader and administration staff to ensure the optimal use of Dental House Officer clinical time including optimising outpatient throughput. • Work in a team-based manner with assigned dental assistant and scheduler to ensure high quality care and communication with patients and their whanau.
Professional	<ul style="list-style-type: none"> • Meet Dental Council NZ recertification requirements. • Maintain the highest standards of professional conduct in relation to patients, staff and

Area	Responsibilities
	<p>the general public.</p> <ul style="list-style-type: none"> Identify own training and development needs to meet personal development requirements and DCNZ practitioner requirements. Actively engage in OMS professional development and education activities including 'in-service' programmes. Maintain currency in all relevant ADHB mandatory training. Model behaviours that demonstrate ADHB values. Understand patient acceptance criteria, level of service available and discharge criteria and work within these constraints. Demonstrate and promote a proactive commitment to workplace safety and health. Understand and actively engage in workplace health and safety policies and procedures including the individual responsibilities under the Health and Safety at Work Act 2015. Identify, mitigate and promptly report failures or risks to patients including in relation to infection prevention and control. Understand and apply the ADHB 'Code' system for managing incidents and in particular the management of a medical emergency. Ensure incidents are managed and reported in accordance with ADHB policies and procedures

Section 2: OMS Weekly Schedules (Indicative)

The OMS Dental NTR will be based at Middlemore Hospital and will not participate in the OMS Dental House Officer runs. Duties may involve working across multiple sites including Auckland City Hospital, Starship Children's Hospital, Middlemore Hospital, Green Lane Clinical Centre and Greenlane General Surgery.

		Monday	Tuesday	Wednesday	Thursday	Friday
WEEK A	Morning	Acutes / Inpatients	Acutes / Inpatients	Acutes / Inpatients	Clinic	Acutes / Inpatients
	Afternoon	Acutes / Inpatients	Acutes / Inpatients	Non-clinical - Education & Admin	Acutes / Inpatients	Acutes / Inpatients
WEEK B	Morning	Outpatients / Planned care	Outpatients / Planned care	Outpatients / Planned care	Admin	Outpatients / Planned care
	Afternoon	Outpatients / Planned care	Outpatients / Planned care	Non-clinical - Education & Admin	Admin	Outpatients / Planned care
WEEK C	Morning	Outpatients / Planned care	Outpatients / Planned care	Outpatients / Planned care	Outpatients / Planned care	Outpatients / Planned care
	Afternoon	Admin	Outpatients / Planned care	Non-clinical - Education & Admin	Outpatients / Planned care	Outpatients / Planned care
WEEK D	Morning	Outpatients / Planned care	Outpatients / Planned care	Outpatients / Planned care	Outpatients / Planned care	Admin
	Afternoon	Outpatients / Planned care	Outpatients / Planned care	Non-clinical - Education & Admin	Outpatients / Planned care	Outpatients / Planned care

Section 3: Cover:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> • There are two Dental House Officers supporting OMS activities; the OMS Dental NTR plus a rotating DHO. • There are two OMS Training Registrars and two OMS NTRs supporting OMS activities including on-call on a separate roster. • OMS SMOs will normally be available in the workplace during normal rostered activities or will be available by phone and email to provide assistance. • The 1x OMS Dental NTR will combine with 1x HSD NTR and the 9 Dental HOs to provide after hours on call cover from 1600-0800 during the week and from 0800-0800 on Saturday/Sundays and Public Holidays (there are 11 RMOs that will participate in this roster).. At any one time two DHOs will be on relief. • If you feel unable to come to work because of illness, please phone the team leader during the day (between 7am – 5pm) or if calling after hours regarding an after-hours shift please contact the on call Registrar.

Section 4: OMS Training and Education

<i>Area</i>	<i>Non-Training Registrars Responsibility</i>	<i>Service Responsibility</i>
General	<ul style="list-style-type: none"> • Through example and supervision, actively contribute to the education of healthcare professionals regarding principles, knowledge and clinical skills relevant to the practice of dentistry. • Provide mentoring and support to Dental House Officers rotating through the OMS run. • Actively contribute (including coaching and teaching) to the education of healthcare professionals regarding principles, knowledge and clinical skills relevant to the practice of dentistry. • Presentations and case studies to professional and interest groups when appropriate • Work toward publishing research project findings, case reports or service related material. 	<ul style="list-style-type: none"> • OMS continuing professional development programme equating to a minimum of 2 hours education per week

Section 5: Roster

Hours of Work

- Ordinary Hours, Monday – Friday 0700 – 1700
- On-call nights, Monday – Thursday 1600 – 0800 on-call off site
- On-call Friday, Ordinary hours 0700 – 1600 then on-call off site from 1600 – 0800 Saturday. Note, RMOs will be paid to 1600, however, where possible clinics will end at 1500 to enable in person handover at MMH from 1600-1700.
- On-call Saturday and Sunday and public holidays on-call off site 0800 – 0800 the following day
- Note – When on-call the NTR must be able to attend the hospital within 30 minutes
- From Monday – Friday a daily handover will occur between 1600-1700 hours in person at MMH. When rostered to Monday-Thursday on call nights the HO/NTR will come in from home and report for handover at MMH between 1600-1700. If rostered to Friday on call, clinics will where possible be scheduled to end by 1500 to enable the HO/NTR to attend in person handover at MMH. In the event an in person handover can not occur, calls will be forwarded to the RMOs personal phone using the call forward function.

Saturday and Sunday handovers will occur in person at MMH circa 8am – please liaise with the Registrar on call to confirm.

	M	T	W	T	F	S	S
DHO 1						24	X
DHO 2						X	X
DHO 3	X					X	X
DHO 4						X	24
DHO 5						X	X
DHO 6	N	N	N	N	X	X	X
DHO 7						X	X
HSD 'NTR					15	X	X
OMS Dental 'NTR						X	X
DHO 8 - Relief	Relief	Relief	Relief	Relief	Relief	Relief	Relief
DHO 9 - Relief	Relief	Relief	Relief	Relief	Relief	Relief	Relief

Section 6: OMS Performance appraisal

<i>Non-Training Registrar</i>	<i>Service</i>
<p>The OMS Dental NTR performance will be supervised and appraised regularly by an assigned supervising SMO with the assistance of the Trainee Registrars. This may include (but is not limited to) formal discussion and objective setting, informal (formative) feedback on an on-going basis and periodic formal OMS Dental NTR and SCD jointly-led review.</p>	
<p>The OMS Dental NTR will:</p> <ul style="list-style-type: none"> • At the outset of the run meet the OMS SCD or delegated SMO to discuss expectations for the run. • After any assessment that identifies deficiencies, implement a development plan of action in consultation with the SCD or delegated SMO 	<p>The service will provide:</p> <ul style="list-style-type: none"> • An initial meeting between the SCD or supervising SMO and OMS Dental Registrar to discuss goals and expectations for the run. • An informal assessment re progress will occur approx. 12 weeks into the run • The opportunity to discuss any development requirements identified during the attachment. The supervising SMO will bring these to the OMS Dental NTR's attention, and discuss and implement a plan of action to address them • A final assessment report on the OMS Dental NTR at the end of the run, a copy of which is to be sighted and signed by the OMS Dental NTR.

Section 7: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
<p>Basic hours (Mon-Fri) 40</p>	<p>The Services, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p> <p>Call back shall be paid in addition</p>
<p>Rostered Additional Hours 10</p>	
<p>Unrostered Hours TBC To be confirmed by a run review</p>	
<p>Total hours per week 50</p>	

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

Please note - Total hours fall below the middle of the salary band therefore the run will be remunerated as a D run category until the unrostered hours can be confirmed by a run review.