

# RUN DESCRIPTION

<b>POSITION:</b>	Hospital & Specialist Dentistry Non-Training Registrar (NTR HSD)
<b>DEPARTMENT:</b>	Auckland Regional Hospital & Specialist Dentistry (HSD)
<b>PLACE OF WORK:</b>	Regional Auckland Area
<b>RESPONSIBLE TO:</b>	Service Clinical Director HSD through a nominated consultant(s)
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumers, hospital and community-based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	<p>To support the delivery of high quality, comprehensive dental care to eligible patients who are under the care of HSD. This will involve the delivery of care from hospital and community outpatient clinics, emergency departments, inpatient wards and operating rooms across the Auckland region.</p> <p>To support HSD Dental House Officers with respect to clinical and administrative duties.</p>
<b>RUN PERIOD:</b>	1 year (January 2022 – February 2023)
<b>OVERVIEW:</b>	This run description outlines the generic information with regard to the roster and pay category for the NTR HSD with separate appendices that detail the different responsibilities, weekly schedules, training and cover arrangements for the NTR HSD.

## Section 1 - NTR HSD Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical</b>	<ul style="list-style-type: none"> <li>• To provide dental treatment and support for HSD patients under the direction and guidance of senior dentists and consultants, including:</li> <li>• Assess assigned patients and undertake dental assessment and as necessary pre-admission processes for acute and elective care.               <ul style="list-style-type: none"> <li>○ 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 (in consultation with the responsible senior dentist or consultant)</li> <li>○ Ensure detailed patient care treatment plans are in place to support the timely care of patients.</li> <li>○ Obtain informed consent for all procedures.</li> </ul> </li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Provide individualised 'prevention focused' dental care to assigned patients including: initial assessments, development of diagnoses, problem lists and management plans, provide clinical care, undertake review and recall (when indicated).</li> <li>• Liaise as needed with hospital and community medical and dental practitioners and ancillary hospital staff in the management of patients, including community stakeholders (for example, Auckland Regional Dental Service). <ul style="list-style-type: none"> <li>○ Ensure effective patient handover and transfer of care.</li> <li>○ Undertake (as directed) inpatient discharge administration including providing inpatients on discharge a clinical summary, prescription and follow-up appointment if so required in a timely manner.</li> <li>○ Complete necessary correspondence to referrers and patients</li> </ul> </li> <li>• Attend operating rooms (as rostered) to assist with the delivery of care.</li> <li>• Participate in the on-call rota (as rostered).</li> <li>• Carry outward rounds (as rostered) and complete clinical records and follow up appointments as required.</li> <li>• Seek guidance and support where the complexity of the patient's clinical situation is outside the scope or experience of the NTR or where the needs of the patient would be better served with such guidance.</li> <li>• Keep senior dentists and consultants informed of all changes in treatment of allocated patients, especially if there is an unexpected event.</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 (DCNZ) 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>• Maintain patient privacy and confidentiality in accordance with ADHB procedures and policy.</li> <li>• Ensure clinical practice is maintained within the prescribed DCNZ Scope(s) of practice for which she/he is registered.</li> <li>• Comply with organisational policies and procedures and the DCNZ Practice Standards.</li> <li>• To participate in clinical audit and assist in the direction and management of patient services.</li> <li>• To undertake other duties at the discretion of the senior dentists and consultants.</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/whānau and staff on matters related to patients under the care of HSD. This includes timely and appropriate written communication (eg. clinic and discharge letters), as appropriate with referrers.</li> <li>• Liaise with other staff members, departments, and general medical and dental practitioners in the management of patients.</li> <li>• Have an understanding of and apply the principles of the Treaty of Waitangi.</li> <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</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<p>includes (and is not limited to) gender, spiritual beliefs, sexual orientation, lifestyle, beliefs, age, social status or perceived economic worth.</p> <ul style="list-style-type: none"> <li>• Actively engage with, and where appropriate initiate, clinical audit, service improvement 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>• Actively participate in Service research activities including undertaking a research project.</li> <li>• Strive for continuing improvement in all aspects of work.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• To support and work with the HSD Dental House Officers to provide timely and appropriate advice and assistance with respect to Dental House Officers clinical and administrative duties.</li> <li>• Contribute to the orientation, training and development of HSD Dental House Officers.</li> <li>• Coordinate run change-over administration with the OMS Dental Non-Training Registrar.</li> <li>• Assist the HSD Team Leader and administration staff to ensure the optimal use of HSD Dental House Officer clinical time including optimising outpatient throughput.</li> <li>• Work in a team-based manner with assigned dental assistant and scheduler to ensure high quality care and communication with patients and their whanau.</li> <li>• Conduct team huddle meetings with clinical staff prior to the commencement of clinical sessions and when otherwise indicated.</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>• Meet DCNZ recertification requirements</li> <li>• Maintain the highest standards of professional conduct in relation to patients, staff and the general public.</li> <li>• Identify own training and development needs to meet personal development requirements and DCNZ practitioner recertification requirements.</li> <li>• In liaison with the Dental Registrar OMS, coordinate the Dental House Officer professional development and education activities including 'in-service' programmes.</li> <li>• Actively engage in HSD professional development and education activities including 'in-service' programmes.</li> <li>• Maintain currency in all relevant ADHB mandatory training.</li> <li>• Model behaviours that demonstrate ADHB values</li> <li>• Understand patient acceptance criteria, level of service available and discharge criteria and work within these constraints.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• Demonstrate and promote a proactive commitment to workplace safety and health.</li> <li>• 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.</li> <li>• Identify, mitigate, and promptly report failures or risks to patients including in relation to infection prevention and control.</li> <li>• Understand and apply the ADHB 'Code' system for managing incidents and in particular the management of a medical emergency.</li> <li>• Ensure incidents are managed and reported in accordance with ADHB policies and procedures</li> </ul>

## Section 2: Weekly Schedules (Indicative)

The NTR HSD will be based at Greenlane Clinical Centre and will not participate in the HSD and OMS Dental House Officer runs. Duties may involve working across multiple sites including Auckland, Counties Manukau and Waitemata District Health Board facilities.

### Hospital & Specialist Dentistry

<b>SDHO HSD</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Morning</b>	Inpatient support / Outpatient clinic	Inpatient support / Outpatient clinic	Admin	Inpatient support / Outpatient clinic	Inpatient support / Outpatient clinic
<b>Afternoon</b>	Inpatient support / Outpatient clinic	Inpatient support / Outpatient clinic	Education	Inpatient support/ Outpatient clinic	Inpatient support /Outpatient clinic

### Section 3: Cover:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> <li>• There are three OMS Registrars and Dental Registrar OMS supporting OMS activities including on-call.</li> <li>• There is one Registrar supporting Oral Medicine outpatient activities.</li> <li>• There is one Registrar supporting HSD paediatric activities.</li> <li>• HSD senior dentists and consultants will normally be available in the workplace during normal rostered clinics or will be available by phone and email to provide assistance.</li> <li>• 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.</li> <li>• 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.</li> </ul>

### Section 4: Training and Education

<i>Area</i>	<i>NTR HSD Responsibility</i>	<i>Service Responsibility</i>
<b>General</b>	<ul style="list-style-type: none"> <li>• Provide mentoring and support to HSD Dental House Officers</li> <li>• Actively contribute (including coaching and teaching) to the education of healthcare professionals regarding principles, knowledge and clinical skills relevant to the practice of dentistry.</li> <li>• Presentations and case studies to professional and interest groups when appropriate</li> <li>• Actively participate in education sessions within HSD including the delivery of presentations as directed.</li> <li>• Present to local dentists at the Auckland Dental Association meetings when appropriate</li> <li>• Present at the annual New Zealand Society of Hospital &amp; Community Dentistry conference when appropriate</li> <li>• Work toward publishing research project findings, case reports or service related material</li> </ul>	<ul style="list-style-type: none"> <li>• HSD continuing professional development programme equating to a minimum of 2 hours education per week</li> </ul>

## Section 5: Roster

### Hours of Work

- Ordinary Hours, Monday – Friday 0800 – 1700
- On-call nights, Monday – Thursday 1600 – 0800 on-call off site
- On-call Friday, Ordinary hours 0800 – 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 HSD 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 cannot 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
Dental OMS NTR						X	X
DHO 8 - Relief	Relief	Relief	Relief	Relief	Relief	Relief	Relief
DHO 9 - Relief	Relief	Relief	Relief	Relief	Relief	Relief	Relief

\* OMS = Oral & Maxillofacial Surgery

The rotation and cover arrangements affecting the NTR HSD with respect the relief positions are to be determined.

## Section 6: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<p>The NTR HSD performance will be supervised and appraised regularly by an assigned supervising senior dentist/consultant. This may include (but is not limited to) formal discussion and objective setting, informal (formative) feedback on an ongoing basis and periodic formal NTR HSD and consultant jointly led review.</p>	
<p>The NTR HSD will:</p> <ul style="list-style-type: none"> <li>At the outset meet with their designated senior dentist/consultant to discuss goals and expectations for the year, review and assessment times, and one-on-one coaching time.</li> <li>After any assessment that identifies deficiencies, implement a development plan of action in consultation with the senior dentist/consultant.</li> </ul>	<p>The service will provide,</p> <ul style="list-style-type: none"> <li>An initial meeting between the senior dentist/consultant and NTR HSD to discuss goals and expectations for the run, review and assessment times, and one-on-one coaching time.</li> <li>An interim assessment report on the NTR HSD twelve (<b>12</b>) weeks into the year, after discussion between the NTR HSD and the senior dentist/consultant responsible for them.</li> <li>The opportunity to discuss any development requirements identified during the attachment. The senior dentist / consultant responsible for the NTR HSD will bring these to the NTR HSD attention and discuss and implement a plan of action to address them.</li> <li>A final assessment report on the NTR HSD at the end of the run, a copy of which is to be sighted and signed by the NTR HSD.</li> </ul>

## Section 7: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	<p>The Service, 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>
Rostered Additional Hours	5.00	
Unrostered Hours	1.97	
Total hours per week	46.97	

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