

RUN DESCRIPTION

POSITION:	Dental House Officer
DEPARTMENT:	Auckland Regional Hospital & Specialist Dentistry (HSD) and Auckland Regional Oral and Maxillofacial Surgery (OMS)
PLACE OF WORK:	Auckland City Hospital, Greenlane Clinical Centre, Middlemore Hospital, Buckland Road Dental Centre and Regional Auckland Area including private provider sites and those under contract
RESPONSIBLE TO:	Service Clinical Director, through a nominated Consultant of HSD or OMS as rostered
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 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>
RUN PERIOD:	1 year

Overview

Dental House Officers (DHO) at Te Toka Tumai Auckland will work across both Auckland Regional Hospital & Specialist Dentistry (HSD) and Regional Auckland Oral and Maxillofacial Surgery (OMS).

This run description outlines the generic information in regards to the roster and pay category for the HO with separate appendices that detail the different responsibilities, weekly schedules, training and cover arrangements for the DHO while working in HSD and OMS.

Section 1: Roster

Hours of Work

- Ordinary Hours, Monday – Friday 0700-1700 OMS and 0800-1700 HSD
- On Call Nights, Monday – Thursday 1600-0800 on call off site
- On Call Friday Ordinary hours as per OMS/HSD Run Description then on call off site from 1600-0800 the following day
- On Call, Saturday and Sunday and public holidays on call off site 0800-0800 the following day
- 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.

Note –

- DHO clinical commitment will finish by 1500, if not located at MMH, to enable travel to MMH and handover to commence on-call at 1600
- When on-call the DHO must be available to attend the hospital within 30 minutes

Week 1	M	T	W	T	F	S	S
1 DHO							
2 DHO							
3 DHO							
4 DHO							
5 DHO							
6 DHO							
7 OMS NTR							
8 HSD NTR							
9 HSD NTR							
10 NIGHT ROTATOR							
11 RELIEVER							

Roster Key	
	Normal Day 9 hours per day - commencing 0700 Max Fax, 0800 HSD
N	1600 - 0800 on call off site
16	0800 - 1600 onsite / 1600 - 0800 on-call, off site
24	0800 - 0800 on-call off site
X	Off duty

Week 1							
	M	T	W	T	F	S	S
a HSD	N	N	N	N	X	X	X
b HSD						X	X
c HSD					16	X	X
d HSD						X	X
e OMS						24	X
f OMS	X					X	X
Night Rotator						X	24
Reliever						X	X

Roster Key	
	Normal Day 9 hours per day - commencing 0700 Max Fax, 0800 HSD
N	1600 - 0800 on call off site
16	0800 - 1600 onsite / 1600 - 0800 on-call, off site
24	0800 - 0800 on-call off site
X	off duty

	16 weeks	12 weeks	12 weeks	12 weeks
RMO a	HSD	HSD	OMS	Relief
RMO b	HSD	HSD	OMS	Relief
RMO c	HSD	OMS	Relief	HSD
RMO d	HSD	OMS	Relief	HSD
RMO e	OMS	Relief	HSD	HSD
RMO f	OMS	Relief	HSD	HSD
RMO g	Relief	HSD	HSD	OMS
RMO g	Relief	HSD	HSD	OMS

Weeks	52	2	12		12		12		14				
			6	6	6	6	6	6	6	5	2	1	
1st years	1	Orientation	HSD Clinic		OMS	Reliever	HSD Clinic		OMS	Reliever	Xmas / NY	Reliever	
	2	Orientation	HSD Clinic		Reliever	OMS	HSD Clinic		Reliever	OMS	Xmas / NY	OMS	
	3	Orientation	OMS	Reliever	HSD Clinic		OMS	Reliever	HSD Clinic		Xmas / NY		
	4	Orientation	Reliever	OMS	HSD Clinic		Reliever	OMS	HSD Clinic		Xmas / NY		
2nd years	5	Mentoring	OMS		Reliever		OMS		HSD Clinic	HSD Clinic	Xmas / NY	HSD Clinic	
	6	Mentoring	HSD Clinic		HSD Clinic		HSD Clinic		Reliever	Reliever	Xmas / NY	Reliever	
	7	Mentoring	HSD Clinic		OMS		Reliever		OMS	OMS	Xmas / NY	OMS	
	8	Mentoring	Reliever		HSD Clinic		HSD Clinic		HSD Clinic	HSD Clinic	Xmas / NY	HSD Clinic	
3rd years	9	HSD Dental NTR										Xmas / NY	HSD Clinic
	10	HSD Dental NTR										Xmas / NY	HSD Clinic
	11	OMS Dental NTR										Xmas / NY	OMS

DHO will rotate through OMS and HSD clinics in 12 week blocks.,. In addition DHO will also rotate through the relief positions for 6 week blocks. Relievers will cover the duties of those on leave and the duties of those on nights. If not required for leave cover, relieving DHO will be rostered to report for duty shifts during the week (Monday-Friday day shifts).

Section 2: Hours and Salary Category

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40	<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>
Rostered Additional Hours	6.4	
Unrostered Hours To be confirmed by a run review	TBC	
Total hours per week	46.4	

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

When allocated to rotator/relief the House Officer will be paid a **C** run category.

Appendix 1 – Auckland Regional Oral and Maxillofacial Surgery (OMS)

Section 1: OMS House Officer's Responsibilities

Area	Responsibilities
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). • 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 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. • Maintain comprehensive contemporaneous clinical records for all patient interactions using Te Toka Tumai patient information forms and platforms including <i>Titanium</i> and the <i>Regional Clinical Portal</i>. • Maintain patient privacy and confidentiality in accordance with Te Toka Tumai 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
Area	Responsibilities

	<ul style="list-style-type: none"> • 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.
Professional	<ul style="list-style-type: none"> • Maintain the highest standards of professional conduct in relation to patients, staff and the general public. • Work in a team-based manner with PPC's (Patient Pathway Co-ordinators) to ensure timely care and effective communication with patients and their whānau • Conduct team huddle meetings with clinical staff prior to the commencement of clinical sessions and when otherwise indicated. • Identify own training and development needs to meet personal development requirements and Dental Council NZ practitioner requirements. • Actively engage in professional development and education activities including 'in-service' programmes as available across. • 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)

DHO rotate through HSD and OMS runs that will be 12 weeks for the first three cycles followed by one 14 week cycle that includes Christmas / New Year fortnights.

OMS HO (1st year)

- based at MMH
- attends wards, clinics and theatres at MMH
- share acute (ED) cover
- attends HSD weekly teaching

OMS HO (2nd year)

- based at MMH but roams
- attend wards, clinics and theatres including GCC and ACH
- share acute (ED) cover

- attends OMS fortnightly teaching

OMS HO 1		Monday	Tuesday	Wednesday	Thursday	Friday
WEEK A	Morning	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
	Afternoon	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	Non-clinical Education & Admin	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
WEEK B	Morning	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
	Afternoon	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	Non-clinical - Education & OMS SCD / BM meeting	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
WEEK C	Morning	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
	Afternoon	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	Non-clinical Education & Admin	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
WEEK D	Morning	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
	Afternoon	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	Non-clinical Education & Admin	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic

OMS HO 2		Monday	Tuesday	Wednesday	Thursday	Friday
WEEK A	Morning	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
	Afternoon	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	OMS RMO training	MMH Acutes/ OR/Ward/Clinic
WEEK B	Morning	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
	Afternoon	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	Non-clinical - Education & OMS SCD / BM meeting	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
WEEK C	Morning	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
	Afternoon	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	OMS RMO training	MMH Acutes/ OR/Ward/Clinic
WEEK D	Morning	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic
	Afternoon	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic	MMH Acutes/ OR/Ward/Clinic

Section 3: OMS Training and Education

Area	House Officer Responsibility	Service 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 skills relevant to the practice of dentistry. May be requested to teach other health care workers. Work toward publishing research project findings, case reports or service related material. 	<ul style="list-style-type: none"> OMS service specific teaching (10 hours) early in the attachment HSD continuing professional development programme equating to a minimum of 2 hours education per week (1st year DHOs) OMS continuing professional development programme equating to a minimum of 2 hours education per fortnight (2nd Year DHOs)

Section 4: OMS Cover:

<i>Other Resident and Specialist Cover</i>
<p>There are Three training registrars and two non-training registrars supporting OMS activities including on-call.</p> <p>The 2x 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 12 RMOs that will participate in this roster). At any one time two DHOs will be on relief.</p> <p>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.</p>

Section 5: OMS Performance appraisal

House Officer	Service
The OMS House Officer's performance will be supervised and appraised by the OMS SCD.	
<p>The House Officer 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 SMO delegated 	<p>The service will provide:</p> <ul style="list-style-type: none"> An initial meeting SCD and House Officer to discuss goals and expectations for the run. An informal assessment re progress will occur approx. 6 weeks into the run A final assessment report on the House Officer at the end of the run, a copy of which is to be sighted and signed by the House Officer.

Appendix 2 – Hospital & Specialist Dentistry (HSD) Section 1:

HSD House Officer's Responsibilities

Area	Responsibilities
Clinical	<ul style="list-style-type: none"> • To provide dental treatment and support for HSD patients under the direction and guidance of senior dentists and Consultants, including: <ul style="list-style-type: none"> ○ 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). ○ Provide care to patients presenting for relief of pain only clinics. ○ Review and provide care for inpatients (as rostered). ○ Obtain informed consent for all procedures. ○ Assess patients assigned by the admitting senior dentist or consultant and undertake pre-admission processes and dental assessment for acute and elective 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 (in consultation with the responsible senior dentist or consultant) ○ Ensure detailed patient care treatment plans are in place to support the timely care of patients. ○ 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 Services). ○ Ensure effective patient handover and transfer of care. ○ 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. ○ Attend operating rooms (as rostered) to assist with the delivery of care. • Participate in the on-call rota (as rostered). • Carry out ward rounds (as rostered) and complete clinical records and follow up appointments as required. • Seek guidance and support where the complexity of the patient's clinical situation is outside the scope or experience of the house officer or where the needs of the patient would be better served with such guidance. • 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. • Maintain comprehensive contemporaneous clinical records for all patient interactions using Te Toka Tumai patient information forms and platforms including <i>Titanium</i> and the <i>Regional Clinical Portal</i>. • Maintain patient privacy and confidentiality in accordance with Te Toka Tumai procedures and policy. • Ensure clinical practice is maintained within the prescribed New Zealand Dental Council Scope(s) of practice for which she/he is registered. Comply with organisational policies and procedures and the Dental Council of New Zealand (DCNZ) Practice Standards. • To keep senior dentists and Consultants informed of all changes in treatment of their allocated patients, especially if there is an unexpected event. • To participate in clinical audit and assist in the direction and management of patient

	<p>services.</p> <ul style="list-style-type: none"> • To undertake other duties at the discretion of the senior dentists 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 HSD. 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. • Contribute to the administrative and management aspects of HSD activities. • Strive for continuing improvement in all aspects of work.
Professional	<ul style="list-style-type: none"> • Maintenance of the highest standards of professional conduct in relation to patients, staff and the general public. • Work in a team-based manner with assigned dental assistant and scheduler to ensure high quality care and communication with patients and their whānau • Conduct team huddle meetings with clinical staff prior to the commencement of clinical sessions and when otherwise indicated. • Identify own training and development needs to meet personal development requirements and Dental Council NZ practitioner requirements. • Actively engage in HSD professional development and education activities including 'in-service' programmes. • Maintain currency in all relevant Te Toka Tumai mandatory training. • Model behaviours that demonstrate Te Toka Tumai 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 Te Toka Tumai 'Code' system for managing incidents and in particular the management of a medical emergency. • Ensure incidents are managed and reported in accordance with Te Toka Tumai policies and procedures

Section 2: HSD Weekly Schedules (Indicative)

Dental House Officers rotate through HSD and OMS runs in three 12 week cycles followed by one 14 week cycle which includes the Christmas / New Year 2 week off-roster period. Duties may involve working across multiple sites including but not limited to Te Toka Tumai Auckland, Counties Manukau and Waitemata Districts facilities including provider facilities that may be under contract. Outpatient clinics involve working independently. Time will be allocated to assist with clinical administration at the discretion of the Service; this will reflect the level of clinical activity undertaken. There maybe opportunities provided for DHOs to attend theatre periodically during each run.

Hospital & Specialist Dentistry

HSD DHO 1	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Outpatient clinic	Outpatient clinic	Outpatient clinic	Outpatient clinic	H&N MDM
Afternoon	Outpatient support Ward round as required	Outpatient support Ward round as required	Non-clinical - Education & Admin	Outpatient support Ward round as required	Outpatient support Ward round as required

HSD DHO 2	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Outpatient clinic	Outpatient clinic	Outpatient clinic	Outpatient clinic	Outpatient clinic
Afternoon	Outpatient clinic	Outpatient support	Non-clinical - Education & Admin*	Outpatient support	Outpatient support

Section 3: HSD Training and Education

Area	House Officer Responsibility	Service 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 skills relevant to the practice of dentistry. May be requested to teach other health care workers. Presentations and case studies to professional and interest groups when appropriate <ul style="list-style-type: none"> Actively participate in education sessions within HSD including the delivery of presentations as directed. Present to local dentists at the Auckland Dental Association meetings when appropriate Present at the annual New Zealand Society of Hospital & Community Dentistry conference when appropriate For new graduates registration and participation in an appropriate mentoring programme, such as the New Zealand Dental Association Graduate Professional Development Programme Work toward publishing research project findings, case reports or service related material 	<ul style="list-style-type: none"> HSD service specific teaching (10 hours) early in the attachment HSD continuing professional development programme equating to a minimum of 2 hours education per week

Section 4: HSD Cover:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none">○ There are three accredited Registrar's supporting OMS activities including on-call.○ HSD senior dentists and Consultants will normally be available in the workplace during normal rostered clinics or will available by mobile phone and email to provide assistance. The number of Dental House officers working on the roster will vary according to Service runs. <p>There will be one DHO rostered on call between the hours from 1600-0800 during the week Monday to Friday. There will be one DHO rostered on call between the hours of 0800 and 1700 for each day of the weekend Saturday/Sundays and Public Holidays. These duties will be detailed in the HSD/OMS DHO Roster (there are 12 RMOs that will participate in this roster). At any one time two DHOs will be on relief.</p> <p>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.</p>

Section 5: Performance appraisal

<i>DHO</i>	<i>Service</i>
<p>The DHO performance will be supervised and appraised regularly primarily by the supervising senior dentist/consultant on a rotational basis. This may include (but is not limited to) formal discussion and objective setting, informal (formative) feedback on an on-going basis and periodic formal DHO and Consultant jointly-led review.</p>	
<p>The House Officer will:</p> <ul style="list-style-type: none">• At the outset of the run meet with their designated senior dentist/consultant to discuss goals and expectations for the run, review and assessment times, and one-on-one coaching time;• After any assessment that identifies deficiencies, implement a development plan of action in consultation with the senior dentist/Consultant.	<p>The service will provide,</p> <ul style="list-style-type: none">• An initial meeting between the senior dentist/Consultant and DHO to discuss goals and expectations for the run, review and assessment times, and one-on-one coaching time;• An interim assessment report on the DHO six (6) weeks into the run, after discussion between the House Officer and the senior dentist/Consultant responsible for them;• The opportunity to discuss any development requirements identified during the attachment. The senior dentist / Consultant responsible for the DHO will bring these to the DHOs attention, and discuss and implement a plan of action to address them;• A final assessment report on the DHO at the end of the run, a copy of which is to be sighted and signed by the DHO.