

RUN DESCRIPTION

POSITION:	Oral & Maxillofacial Surgery Dual Qualified Non-Training Registrar (OMS DQ NTR)
DEPARTMENT:	Oral & Maxillofacial Surgery (OMS)
PLACE OF WORK:	Auckland City Hospital, Greenlane Clinical Centre, Middlemore Hospital, and the Regional Auckland Area
RESPONSIBLE TO:	Clinical Director OMS and Manager, through nominated Consultant/s
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To support OMS registrars and consultants in the 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. To support House Officers with respect to clinical and administrative duties associated with OMS on-call.
RUN RECOGNITION:	Medical Council & Dental Council recognition
RUN PERIOD:	1 year

Section 1: Registrar Responsibilities

Area	Responsibilities
General	- The Non-Training Registrar (NTR) will supervise the work of a Dental House Officer, with whom they will organise the investigation and management of patients under the care of the Department. - The NTR will be available to attend Consultant ward rounds and will have a current knowledge of the progress of inpatients under their care and liaise with the Consultant as necessary. - The NTR is expected to comply with Medical/Dental Council(s) and/or Te Whatu Ora Te Toka Tumai Auckland District requirements regarding assessment of clinical skills, judgement, and knowledge during the run. - Legible notes will be written in patient charts whenever a patient is assessed, including on admission, on the ward, in the outpatient clinic, and whenever management changes are made.

Area	Responsibilities
	- The results of all investigations ordered by the NTR will be sighted and signed or electronically accepted into the patients' chart by the NTR. - The NTR will maintain a high standard of communication with patients, patients' families, and staff. - The NTR will inform the relevant SMO of the status of their patient(s), especially if there is an unexpected event. - The NTR will attend hand-over, team, and departmental meetings as required.
Acute admitting	- The NTR will participate in the assessment of patients with suspected OMS problems referred by ED, from the community, or other DHBs. - The Registrar will participate in admitting patients under the care of the SMO on call when appropriate. - The Registrar should discuss a possible admission with the SMO on call if there is any doubt regarding the appropriateness of the admission.
On-Duty	- When rostered on call to cover acute work, the NTR will answer calls from General Practitioners or other referring doctors and/or dentists, about patients and arrange to assess them if necessary. Acute calls will be shared between all Registrars who will be contributing to the acute calls. - The NTR will provide advice to and liaise with GPs and other clinicians on OMS matters; - The NTR will authorise patients to be transferred to and be seen by the OMS service when appropriate. However, any requests to transfer a patient from another OMS Department, or to transfer an inpatient under the care of another service (other than an ED) must be discussed with the on call SMO by the registrar prior to accepting the patient. - The NTR will communicate with the on-call SMO as required for clinical advice regarding acute referrals, and will notify the on-call SMO of an admission no later than 24 hours after that admission. - The NTR will not arrange acute surgery for a patient without first discussing the patient with the on-call SMO.
Inpatients	- The NTR will undertake regular evaluations and updates of the management plan for patients for whom the team is responsible on a frequency agreed with the Service Clinical Director. - Ensure relevant documents, e.g., discharge summary, medication card, and follow-up appointments, are given to the patient on discharge as necessary. - The NTR will inform the on-call medical staff about any patient(s) whose condition requires special monitoring and/or regular review. - The NTR will ensure weekend plans for the patient's management are documented in the notes. - In conjunction with the Dental House Officer, the NTR will ensure that documentation for any patients who are probable weekend discharges is completed on Friday. - Saturday morning ward rounds may be required.

Area	Responsibilities
Outpatients	• The NTR will attend rostered outpatient clinics promptly and will endeavour to see outpatients at their scheduled appointment times. • Outpatients not previously seen in the Department, or who are to be discharged, should be discussed with a Consultant. • Acute patients presenting to the Outpatient Clinic must be assessed within a reasonable time. • The NTR will assess and manage patients referred to outpatient clinics and run the clinics on behalf of senior staff where appropriate • The NTR will dictate (and approve) letters to the referring clinicians and the patients' General Practitioner (if they were not the referring clinician) after each attendance at the outpatient clinic in a timely manner. • The NTR will also follow up the results of these investigations, accept the results (on Concerto), communicate the results to the patient and their doctor(s), and undertake the appropriate management according to the results of the investigations.
Administration	• The NTR will maintain a high standard of documentation in the medical records of patients. • All prescriptions and notes are to be signed, with a printed name and locator number or phone number legibly recorded; • The NTR is responsible for the completion of death certificates for patients who have been under their care, although this may be delegated to a House Officer. At the direction of the Service Clinical Director, assist with audit and/or research in order to enhance the performance of the Service. • The NTR will obtain informed consent for procedures within the framework of the Medical Council guidelines, which state: • https://www.mcnz.org.nz/our-standards/current-standards/informed-consent/

Section 2: Training and Education

Area	Responsibilities
General	• 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 OMS. • Presentations and case studies to professional and interest groups when appropriate. • Work toward publishing research project findings, case reports, or service-related material. • The NTR will also be expected to teach medical students and other health care workers.
Protected Time	• There will be a minimum of 4 hours per week of educational activities. • The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per the roster): • Orientation at the beginning of the run. • The monthly OMS Radiology and Pathology Review, OMS M&M, Orthognathics MDM, plus relevant Grand Rounds and audit meetings. • SMO led Registrar teaching sessions will be held twice every 4 weeks. • Timing of educational sessions is subject to change

Section 3: Roster*Roster for 6 months***Hours of Work**

The number of medically qualified Registrar/NTR positions on the roster will be 4. The Non-training Registrars (NTRs) will contribute to the roster in the following way:

Ordinary Hours:

Mon – Fri
0800-1700 (9hrs)

On call:

Mon to Fri
1700-0800 offsite (15hrs)

Sat, Sun & Public Holidays:

0800-0800 offsite (24hrs)

When on call, the NTR must be available to attend the hospital within 30 minutes.

Section 4: Cover:

Other Resident and Specialist Cover

- In order to provide a well-rounded training experience, there may be times where in discussion with the Service, it may be appropriate to hold the on-call phone for the first on-call roster; this would be not be in addition to the NTR on-call. If assigned to first on-call, this would follow the first on-call roster which includes the applicable sleep day provision.
- There are 3 SET (Training) Registrars in OMS in the Auckland Metro Region. The Registrars work across Te Toka Tumai Auckland; Auckland City Hospital, Green Lane Clinical Centre, and Counties Manukau Health District Middlemore Hospital.
- Alongside the NTR role, the Registrars participate in a 1:4 on-call
- OMS SMOs will normally be available in the workplace during normal rostered activities or will be available by phone and email to provide assistance.
- OMS SMOs will be available on call to attend the workplace if necessary on the following basis: available by telephone, cellphone, and can attend the hospital within 30 minutes.
- There are 8 House Officers (1x Medically Qualified only, and 7x Dentally Qualified only) participating in a first on-call service.
- There will be one House Officer rostered on call between the hours of 1700 and 0800 hours Monday to Friday. There will be one House Officer rostered on call between the hours of 0800 and 0800 for each day of the weekend and Public Holidays

Leave

- If you feel unable to come to work because of illness, please phone the Business Manager during the day (between 7am – 5pm) or if calling after hours regarding an after-hours shift, please contact the on-call Registrar.
- Leave requests are submitted to the service for review as per the RMO collective agreements. Planned and unplanned leave may be covered by another member within the service.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
The OMS DQ 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 ongoing basis, and periodic formal OMS DQ NTR and SCD jointly-led review.	
The OMS DQ NTR will: - At the outset of the run, meet the OMS SCD or delegated supervising 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 supervising SMO.	The service will provide: - An initial meeting between the SCD or supervising SMO and NTR to discuss goals and expectations for the run. - An informal assessment of progress will occur approximately 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 NTR's attention and discuss and implement a plan of action to address them. - A final assessment report on the NTR at the end of the run, a copy of which is to be sighted and signed by the NTR.

Section 6: Hours and Salary Category

<i>Average Working Hours - STONZ Run Category</i>		<i>Service Commitments</i>
Ordinary Hours	40	The Service will be responsible for the preparation of any Rosters.
Rostered Additional	10	
All other unrostered hours (Run Review to be completed)	2.50	
Total Hours	52.50	Call Back shall be paid in addition.

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