

RUN DESCRIPTION

POSITION:	Dental House Officer (DHO)
DEPARTMENT:	Auckland Regional Hospital & Specialist Dentistry (HSD)
PLACE OF WORK:	Auckland City Hospital, Greenlane Clinical Centre, Starship Hospital, Middlemore Hospital, Buckland Road Dental Centre, and the Regional Auckland Area, including private provider sites and those under contract
RESPONSIBLE TO:	Service Clinical Director, through a nominated Consultant of HSD, as rostered
FUNCTIONAL RELATIONSHIPS:	Healthcare consumers, Hospital, and community-based healthcare workers
PRIMARY OBJECTIVE:	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.
RUN RECOGNITION:	Dental Council recognition
RUN PERIOD:	6 months

Section 1: HSD Dental House Officer Responsibilities

Area	Responsibilities
General	- Dental House Officers (DHO) at Te Toka Tumai Auckland will work for Auckland Regional Hospital & Specialist Dentistry (HSD) - This run description outlines the generic information regarding the roster and pay category for the DHO, including details of the different responsibilities, weekly schedules, training, and cover arrangements for the DHO while working in HSD and OMS.
Clinical	- To provide dental treatment and support for HSD patients under the direction and guidance of senior dentists and Consultants, including: - 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.

Area	Responsibilities	and
	Te Whatu Ora - 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. - 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 Titanium and the Regional Clinical Portal. - 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 services. - To undertake other duties at the discretion of the senior dentists and Consultants.	
Quality and communication	Build relationships of trust and maintain high standards of communication with patients, guardians, patients' families/whānau and staff on matters related to patients	

Area	Responsibilities
	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	• 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 Training and Education

Area	House Officer Responsibilities	Service Responsibilities
General	- 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 Presentations and case studies to professional and interest groups when appropriate. - 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	- HSD service specific teaching early in the attachment 2 hours protected learning and education session per week

Section 3: HSD Weekly Schedule (Indicative)

Dental House Officers rotate through HSD and OMS in 6-month rotations that align with the House Officer training year. 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 may be allocated to assist with clinical administration at the discretion of the Service; this will reflect the level of clinical activity undertaken. There may be opportunities provided for DHOs to attend theatre periodically during each run.

HSD A	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round
Afternoon	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round	Non clinical, Education & Admin	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round

HSD B	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Outpatient clinic	Outpatient clinic	CS / Outpatient clinic (Alternate Weeks)	Outpatient clinic / Assist in theatre (1:4) / Non Clinical education (1:4)	H&N MDM
Afternoon	Outpatient clinic	Ward round	Non-clinical - Education & Admin / Assist in theatre (1:4)	Clinical session / Outpatient Clinic (1:4)	Clinical support/ OR/ outpatient clinic. Ward round as required

HSD C	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round	Clinical support / OR / Outpatient clinic / Ward round
Afternoon	Ward Round	Clinical support / OR / Outpatient clinic / Ward round	Non-clinical - Education & Admin	Ward Round	Clinical support / OR / Outpatient clinic / Ward round

Section 3: HSD Roster

Roster for 6 months								
Hours of Work								
Ordinary Hours:								
Mon – Fri								
0800-1700 (9hrs)								
		Roster Template						
		M	T	W	T	F	S	S
DHO 1	HSD	9	9	9	9	9	X	X
DHO 2	HSD	9	9	9	9	9	X	X
DHO 3	HSD	9	9	9	9	9	X	X

Section 4: HSD Cover:

Other Resident and Specialist Cover
- 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. The number of Dental House officers working on the roster will vary according to Service runs. Leave - If you feel unable to come to work because of illness, please phone the team leader during the day (between 7am – 5pm) - Leave requests are submitted to the service for review as per RMO collective agreements. Planned and unplanned leave may be covered by another member within the service.

Section 5: HDS Performance appraisal

<i>Dental House Officer</i>	<i>Service</i>
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 ongoing basis, and periodic formal DHO and Consultant jointly-led review.	
The DHO will: - 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.	The service will provide: - 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 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 DHO's attention, 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.

Section 6: Hours and Salary Category

<i>Average Working Hours - STONZ Run Category</i>		<i>Service Commitments</i>
Ordinary Hours	45.00	The Service, will be responsible for the preparation of any Rosters.
Rostered Additional	0.00	
All other unrostered hours <i>Run Review completed April 2026</i>	0.38	
Total Hours	45.38	

Salary: The salary for this attachment will be detailed as a Category E run.