

RUN DESCRIPTION

POSITION:	Dental House Officer (DHO)
DEPARTMENT:	Auckland Regional Oral and Maxillofacial Surgery (OMS)
PLACE OF WORK:	Auckland City Hospital (ACH), Greenlane Clinical Centre (GCC) , Starship Hospital, Middlemore Hospital (MMH),
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 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.
RUN RECOGNITION:	Medical Council & Dental Council recognition
RUN PERIOD:	3 months

Section 1: OMS Dental House Officer Responsibilities

Area	Responsibilities
General	Dental House Officers (DHO) at Te Toka Tumai Auckland will work across both Auckland Regional Hospital and Maxillofacial Surgery (OMS).
Clinical	- Provide treatment and support for OMS patients under the direction and guidance of the OMS registrars and consultants, including: - Outpatients in ED or clinic - Inpatients on the ward - Obtaining informed consent for all procedures. - Arranging investigations, preadmission and surgical bookings as directed. - Ensuring follow-up of results of investigations. - Undertaking dental aspects of patient care as indicated or directed.

Area	Responsibilities
	- 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 ADHB patient information forms and platforms including Titanium and the Regional Clinical Portal. - 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	- 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.

Area	Responsibilities
Professional	- 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 Dental House Officer 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. - Work toward publishing research project findings, case reports or service related material.	- OMS service specific teaching (10 hours) early in the attachment - OMS continuing professional development programme equating to a minimum of 2 hours education per fortnight

Section 3: OMS Dental House Officer Weekly Schedule (Indicative)

DHO will work 3 months within the OMS area, and participate in an on-call roster template with blocks ranging from 3 to 15 weeks.

OMS HO

- based at MMH but roams
- attend wards, clinics and theatres including GCC and ACH
- share acute (ED) cover
- attend DHO weekly teaching
- option to attend OMS fortnightly teaching

OMS HO		Monday	Tuesday	Wednesday	Thursday	Friday
WEEK A	Morning	DHO Training	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration
	Afternoon	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/ OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration
WEEK B	Morning	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration
	Afternoon	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration
WEEK C	Morning	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	DHO Training	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration
	Afternoon	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration
WEEK D	Morning	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	OMS Clinical Meetings/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration
	Afternoon	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration	Acutes/OR/ Ward/Clinic/ Clinical support/ Clinical administration

Section 4: OMS Dental House Officer Roster

Hours of Work

- Ordinary Hours, Monday – Friday 0700-1700 OMS
- On Call Nights, Monday – Thursday 1700-0800 on call off site
- On Call Friday Ordinary hours as per OMS Run Description then on call off site from 1700-0800 the following day
- On Call weekend Short Day (Saturday and Sunday) 0700-1700
- On call weekend Evening/Night shifts from Saturday 1700 to 0800 Sunday and Sunday 1700 to 0800 Monday
- From Monday – Friday a daily handover will occur between 1600-1700 hours in person 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 – the OMS DHO is required to liaise with the Registrar on call to confirm.
- When on-call the DHO must be available to attend the hospital within 30 minutes

			Roster Template : 1:7						
			M	T	W	T	F	S	S
After Hours	Reg 1	OMS NTR						SD	SD
	Reg 2	OMS NTR						X	X
	HO 1	OMS HO					N	NW	NW
	HO 2	OMS HO	Z	Z				X	X
	HO 3	OMS HO	R	R	R	R	R	R	R
	HO 4	Rotating Night Reliever / OMS HO						X	X
	HO 5	Rotating Reliever / OMS HO	N	N	N	N	Z	Z	Z

Roster Key		
	Normal Day (OMS)	0700 - 1700
N	Nights Mon-Fri - On Call	1700 - 0800
NW	Weekend Nights - On Call	1700 - 0800
SD	Weekend Short Day - On Call	0700 - 1700
R	Relief	-
Z	Sleep Day	-
X	Rostered Day Off	-

All after hours are On Call

Rotating Relief

Each RMO contributing to the OMS on-call roster will take turns rotating into the relief position over their rotation. When rostered to relief, the designated DHO will provide cover for the on call afterhours of an OMS DHO on leave. If the reliever is not allocated to work any on-call weekday / weekend nights or on weekday sleep days, the reliever would be expected to be onsite at MMH during Monday to Friday for the normal working day 0700-1700.

Section 5: OMS Dental House Officer Cover

<i>Other Resident and Specialist Cover</i>
• There are seven positions in the on-call roster. • The two OMS Dental NTR positions will work alongside the five OMS DHOs, providing after-hours on-call coverage from 1700 to 0800 on weekdays, and from 0700 to 1700 or 1700 to 0800 on Saturdays and Sundays. • On public holidays, the on-call coverage is from 0800 to 0800 the following day. • At any given time, one of the seven positions will serve as the night rotator that rotates through the roster each week. • One of the five OMS DHOs will rotate through the Relief position. • Leave requests are submitted to the service for review as per the collective agreements. • Planned and unplanned leave may be covered by the reliever or another member within the service.

Section 6: OMS Dental House Officer appraisal

<i>Dental House Officer</i>	<i>Service</i>
• The OMS House Officer's performance will be supervised and appraised by the OMS SCD or delegated SMO.	
The DHO will: • 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	The service will provide: • An initial meeting SCD or delegated SMO 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 Dental House Officer at the end of the run, a copy of which is to be sighted and signed by the Dental House Officer.

Section 7: Hours and Salary Category

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40.00	The Services will be responsible for the preparation of any Rosters.
Rostered Additional Hours	10.00	
Unrostered Hours <i>Run Review completed April 2026</i>	1.80	Call back shall be paid in addition
Total hours per week	51.80	

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.

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