

<b>POSITION:</b>	Dental Registrar / House Officer
<b>DEPARTMENT:</b>	Whānau & Communities
<b>PLACE OF WORK:</b>	Hawke's Bay Hospital – may be required to attend outpatient clinics in peripheral units within the Health NZ Hawkes Bay catchment
<b>RESPONSIBLE TO:</b>	Clinical Director and Service Manager
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, hospital and community-based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Oral Health Service
<b>RUN RECOGNITION:</b>	Dental Council of New Zealand
<b>RUN PERIOD:</b>	12 months

## Section 1: Registrar's Responsibilities

Area	Responsibilities
General	<p><b>CLINICAL RESPONSIBILITIES AND DUTIES – FOR THE WHOLE TEAM</b></p> <ul style="list-style-type: none"> <li>The RMO is responsible for the day-to-day management of inpatients under the care of their designated specialist or senior dentist. The management of all inpatients under the team's care will be reviewed on a daily basis Monday through Friday.</li> <li>The RMO is responsible for the assessment and treatment of patients referred to hospital acutely with Dental/Maxillofacial presentations. These may be patients referred for admission on Acute days or be patients who have previously been cared for by the team and whom the team has accepted for re-admission.</li> <li>The RMO will maintain the clinical record for each patient and oversee appropriate investigation of all patients under the care of their team.</li> <li>All entries in the case noted will have a date and time recorded and be legibly signed. The RMO will inform the designated specialist or senior dentist of any problems relating to these patients.</li> <li>The RMO shall participate in outpatient clinics related to the specialist / senior dentist for which he/she works and run outpatient clinics independently. They will usually dictate a letter to the Referrer +/- General Practitioner upon first specialist appointment and subsequent discharge, and any concerns regarding the patient will be reviewed with the appropriate senior prior to preparation of this report.</li> <li>The RMO will ensure that when going off on duty any patient whose condition is unstable or of concern, is notified to the appropriate on call Consultant at handover.</li> <li>The RMO shall assist with consultations from other Specialists and from General practitioners in conjunction with their Consultant.</li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>• The RMO shall attend clinical meetings including department meetings and will be expected to contribute or present at these meetings as requested. This will include a monthly CME &amp; may include fortnightly MDM virtually at Palmerston North Hospital</li> <li>• RMOs will ensure that referring specialists/GPs are directly contacted regarding significant clinical events of their patients.</li> <li>• RMOs are responsible for following up the results of any investigations they order. The registrar should liaise with seniors if an unexpected untoward result is given, or they have any concerns.</li> <li>• Registrars are expected to support house officers and dental students in their clinical duties.</li> <li>• RMOs are responsible for ensuring that all patients on the operating lists they are rostered to have been comprehensively and appropriately prepared for theatre. It is expected that they meet these patients prior to surgery and are involved with their postoperative care.</li> <li>• The RMO is regarded as key members of the dental/maxillofacial teams and as such are expected to make a wider contribution to the Service; eg attendance and participation in meetings, audit, teaching programs and administration. Registrar input into ongoing protocol development will be expected.</li> </ul>
<b>On call duties</b>	<p><b>FOR THE INDIVIDUAL REGISTRAR/HOUSE OFFICER</b></p> <p>The acute RMOs are responsible to the Consultant “on-call” for the day.</p> <p>There is a designated maxillofacial consultant on call at all times, available by cell phone. Early and regular discussions are encouraged.</p> <p>Attend to the duties described above under “CLINICAL RESPONSIBILITIES AND DUTIES”.</p>
<b>Administration</b>	<p>Registrars &amp; House Officers are required to fully document patient care.</p> <ul style="list-style-type: none"> <li>• All patients are to have current records of relevant clinical history, clinical assessment investigations, treatment plan and documented discharge plan.</li> <li>• Detailed documentation of surgical procedures.</li> <li>• Use telephone dictating system.</li> <li>• All case notes entries are to be clearly legible, dated, timed and signed.</li> <li>• Documentation of the Senior Dentist / Maxillofacial surgeon involved in establishing the management plan.</li> <li>• Ensure ED discharge summaries are completed <b>prior to discharge</b>.</li> </ul>

## Section 2: Training and Education

There will be 4 hours per week non-clinical time to be used for further education, case presentations or service audits.

The RMO shall attend clinical meetings as identified on the relevant service schedule, including Grand Round, CME and department meetings.

It is expected that house officer will present at the NZ Hospital and Community Dental conference. This is not mandatory for the registrar, however recommended.

The opportunity to complete the primary dental sciences examination through the Australian College of Dental Surgeons (RACDS) will be provided to the house officer in their second year in our service. This examination is strongly encouraged.

### Section 3: Roster

<i>Roster</i>		
<b>Hours of Work</b>		
Ordinary Hours	Monday to Friday	0800-1600hrs
On Call	x1 Weekday (Mon-Thu)	1600-0800
On Call	1:4 Weekends	Fri 1600 – Mon 0800
<b>Planned Leave</b>		
<p>It would be greatly appreciated if leave can be applied for with as much notice as possible, preferably before the start of the run and before the roster is written. Notification of whether leave has been approved will be given within 2/52 as per MECA. It is expected that the service will not require cover when the RMO is on leave.</p>		
<b>Unexpected leave</b>		
<p>If a RMO is unable to attend duties at short notice (e.g., due to sickness) the RMO is required, as soon as the situation is apparent to both:</p> <ul style="list-style-type: none"> <li>• Message the RMO Unit (e-text, email or x5808).</li> <li>• Email the outpatient dental/maxillofacial booker, the dental assistant coordinator and clinical director.</li> </ul>		
<b>Work Schedules</b>		
<p>The department is committed to where possible, tailoring the day-to-day clinical duties to the individual RMO needs and abilities, within the constraints of the department.</p> <p>Registrars will be allocated to work in a team with one or more Specialists and the Specialists' House Officer.</p> <p>The RMO will be rostered to attend their own specialist's clinical sessions – theatre lists, and clinics where possible. If they are rostered 'on-call' for the day, this takes priority over other clinical sessions.</p>		
<b>Timesheets</b>		
<p>Electronic timesheets must be authenticated through the Payroll system – PAL\$.</p>		

### Section 4: Cover

<i>Other Resident and Specialist Cover</i>
<p>The Dental Service is covered by four senior dentists, a dental public health specialist, one registrar and one House Officer. There will always be a maxillofacial consultant on-call for the region.</p> <p>RMOs employed on this run are required to provide consultation for patients from other specialties within Hawke's Bay Hospital.</p> <p>RMOs are responsible to liaise with the 'on-call' maxillofacial consultant or available senior dentist. It is expected that seniors will be advised of all admissions in a timely manner, and that they will be consulted when assessing complex patients.</p>

## Section 5: Performance appraisal

<i>Registrar &amp; House Officer</i>
Performance reviews are done every 3 - 6 months. This would be led by senior dentists and the Clinical Director.

## Section 6: Hours and Salary Category

<i>Average Working Hours - STONZ Run Category (RDO's are worked)</i>	<i>Service Commitments</i>
Ordinary Hours 40.00 Rostered Additional (inc. nights, weekends & long days) (See section 3) All other unrostered hours <b>Total Hours 40</b>	The Service, together with the RMO Support will be responsible for the preparation of any Rosters.

Salary: The salary for this attachment will be detailed as a **Category F** run.  
Call backs apply and are paid additionally



**HE KAUANUANU** RESPECT  
**ĀKINA** IMPROVEMENT  
**RARANGATE TIRA** PARTNERSHIP  
**TAUWHIRO** CARE

## Our Vision

*Te hauora o te Matau-a-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.

## Our Values

### **HE KAUANUANU** RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

### **ĀKINA** IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

### **RARANGA TE TIRA** PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

### **TAUWHIRO** CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.