



JOB DESCRIPTION

Dental Registrar

SECTION ONE

DESIGNATION: DENTAL REGISTRAR	REPORTING TO: HEAD OF DEPARTMENT - FOR ALL CLINICAL AND ADMINISTRATIVE MATTERS						
NATURE OF APPOINTMENT: PART TIME 0.3 FTE / 12 HOURS	DATE: FEBRUARY 2024						
LOCATION: NEW PLYMOUTH BASE HOSPITAL TE WHATU ORA TARANAKI							
WEEKLY TIMETABLE: The Dental Registrar will overall work 12 standard hours per week as agreed with their manager: Weekly Clinical Timetable Wednesday Full day Thursday AM (morning)							
<table border="1"> <thead> <tr> <th>Duty</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Clinical: including OP Clinics, ward rounds Clinical administration: telephone, ad hoc, family meetings, letters, health promotion, etc. Non-clinical: self development, grand rounds, audit and QA, teaching, supervision, planning, etc.</td> <td>12</td> </tr> <tr> <td>TOTAL per week</td> <td>12</td> </tr> </tbody> </table>		Duty	Hours	Clinical: including OP Clinics, ward rounds Clinical administration: telephone, ad hoc, family meetings, letters, health promotion, etc. Non-clinical: self development, grand rounds, audit and QA, teaching, supervision, planning, etc.	12	TOTAL per week	12
Duty	Hours						
Clinical: including OP Clinics, ward rounds Clinical administration: telephone, ad hoc, family meetings, letters, health promotion, etc. Non-clinical: self development, grand rounds, audit and QA, teaching, supervision, planning, etc.	12						
TOTAL per week	12						
SUMMARY OF ON-CALL DUTIES: The SDO is not required for on call duties							

Job descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels.

The following role accountabilities may evolve with organisational change and there may be additional duties relevant to this position that will be required to be performed from time to time.

SECTION TWO

The Dental Registrar is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined by:

- the NZDA code of ethics and the DCNZ Standards Framework for Oral Health Practitioners;
- the practitioner’s relevant medical college(s) and / or professional association(s);
- the Dental Council of New Zealand DCNZ;

- the Health & Disability Commissioner; and
- Te Whatu Ora Taranaki’s policies and procedures except to the extent that they may be inconsistent with any other provision of the Senior Medical and Dental Officers Collective Agreement

Clinical Responsibilities:

- The Dental Registrar attends patients in the Dental Unit (Dept of Oral and Maxillofacial Surgery) under the guidance of the Dental Consultants
- The Dental Registrar shall maintain patient records and referrals, and organise investigations and treatment as appropriate for patients being cared for within the ‘Dental Service’ under the supervision of the Dental Consultant. All results shall be reviewed and actioned as appropriate within an acceptable timeline
- Attendance at the Consultant clinics and at OR/Theatre as required
- The Dental Registrar is responsible for undertaking appropriate dental care under the direction of the Dental Consultant
- Senior clinicians are available for advice and consultation when necessary
- To cover on call as cover for leave when required
- To be available for advice, guidance and prescription writing for the Community Oral Health service as requested

SECTION THREE

This section of your job description contains a list of the clinical duties and activities required for this particular position.

➤ outpatient and other clinics	➤ ward rounds and ward work as requested
➤ discussions and meetings with care givers and patient’s whanau	➤ reading and responding to patient referral letters
➤ multi-disciplinary meetings, case conference and reviews	➤ research and study related to the treatment of a specific patient
➤ telephone and other ad hoc consultations	➤ community health promotion activities
	➤ preparation of police, coroner, legal, ACC and similar reports

Clinical Duties

General Duties

The Dental Registrar will:

- Provide efficient and effective assessment and management of the department’s patients following accepted professional guidelines

- Work with other Team members to mutually agreed work schedules and waiting list management processes, in consultation with the Head of Department / Service Manager.
- Conduct regular ward rounds and ward work at a time that facilitates efficient patient flows and meets treatment objectives
- Carry out investigative and treatment procedures within the Organisation where possible.
- See and advise on inpatients referred by hospital specialist colleagues for assessment, within a timeframe appropriate to the clinical circumstances.
- Be responsible for the referral of any patients under their care to other centres for specialist treatment when appropriate.
- Maintain comprehensive and accurate records for all patients seen
- Provide verbal advice to GP's who telephone for assistance, when required.
- Ensure that discharge summaries are completed ideally at time of discharge but otherwise within 24hrs of discharge.

Emergency Department

- The Dental Registrar will be available to assess referrals from the Emergency Department where appropriate.

Outpatient Department

- Outpatient clinics will be conducted as mutually agreed in consultation with the Head of Department / Service Manager.
- The Dental Registrar will adhere to the agreed waiting time criteria for booking of cases.
- The standards for patient waiting time in clinics will be adhered to.
- Prioritisation will be carried out according to departmental policies, developed under the leadership of the HOD.
- Guidelines for the management of patients in clinics will be adhered to.

Measurement Methods

- Clinical Audit
- Peer review
- Agreed clinical throughput targets
- Compliments and complaints

Patient Care

- Patients will be given a full explanation of all procedures and treatments.
- Informed consent will be obtained from all patients before undertaking any test or procedures in accordance with the Organisation's policy
- Family or significant others will be kept informed, where possible with the patient's consent.
- Effective interpersonal relationships will be maintained with staff and patients and families.
- The Dental Registrar will be familiar with the role of consumer affairs/complaints officer, cultural concerns, patient rights and relevant current legislation.
- Problems and complaints will be handled sensitively and expediently. Input into complaint investigation will be provided as requested by HOD / Service Managers or delegate

- The Dental Registrar will, as far as time permits, be available to assist community groups and specialist societies in health promotion
- You must treat patients fairly and without discrimination, respecting cultural values, personal disabilities and individual differences.

Measurement Methods

- Customer satisfaction surveys
- Compliments & Complaints
- Community feedback

Environment and Facilities

- As requested, the Dental Registrar will contribute to the development of relevant departmental / organisational plans, capital budgets, etc and participate in relevant projects.
- The Dental Officer will work with the HOD and Service Manager on effective resource utilisation.
- Any plan for new technology or provision of service must be endorsed by HOD and Service Manager before progression. This applies to both internal and external service development.
- The Dental Registrar will demonstrate an awareness of expenditure on supplies and pharmaceuticals and the budgetary implications associated with this.
- Where appropriate education and monitoring of junior medical staff will occur to ensure appropriate ordering of investigations and treatments.

Measurement Methods

- Budgetary targets are met
- Consultation processes are maintained

Quality Assurance

The Dental Registrar will:

- Work with the HOD and Service Manager to ensure that clinical practice is consistent with the DCNZ and national guidelines.
- Contribute to the departmental clinical quality assurance system, including regular clinical audit, review of patient care (length of patient stay, mortality and morbidity reviews, audit, regular clinical meetings).
- Contribute to the ongoing evaluation of the department's service as a whole.
- Contribute to the formal review of clinical staff within the relevant Department.
- Attend clinical meetings as scheduled.

Measurement Methods

- Clinical audit
- Organisational Audit
- National Audit

SECTION FOUR

This section contains a reasonably comprehensive list of the non-clinical duties or other professional activities not covered above.

➤ CME and professional self development	➤ Teaching, including preparation time
➤ Audit and quality assurance and improvement activities	➤ supervision and oversight of others
➤ grand rounds	➤ service or department administration
➤ research	➤ planning meetings
➤ clinical pathway development	➤ credentialling
➤ Journal Club	

Non-Clinical Duties

Team Work

The Dental Registrar will

- Regularly assess the dental house officer to ensure that they are competent to undertake safe and effective clinical care.
- Provide guidance and support to the dental house officer in order to develop and maintain their clinical practice.
- Hold regular discussions, where appropriate, with other health professionals to ensure a multidisciplinary approach to patient care.
- Ensure that the dental house officer is given clear guidance and are aware of the expectations and relevant organisational policies pertaining to the Department.
- Ensure that formal teaching of the dental house officer occurs as scheduled.
- Contribute to in-service programmes as scheduled.
- Be available to cover their colleagues when they are sick or on leave (within the constraints of their existing workloads).
- Contribute to the formal review of the dental house officer if required.

Measurement Methods

- Junior staff review
- Feedback from general staff
- Peer review

Personal Development & Research

- The Dental Registrar will maintain competence and keep abreast of any new updates in clinical practice through literature review, attendance at relevant conferences, internal professional development etc.
- The Dental Registrar will be enrolled in appropriate professional re-certification programme.
- The Dental Registrar will be familiar with all modern investigative techniques, and use such techniques where appropriate and affordable.

- The Dental Registrar will be encouraged to undertake research. Such research, or involvement in therapeutic trials, will receive formal approval of the Research Ethical Committee and be carried out in accordance with its protocol. Progress reports will be provided to the CMA as appropriate.
- Training and Education is available on line and at the weekly Grand Round 1230 – 1330 hrs on Thursdays
- The successful candidate will be encouraged to undertake on-going dental education in line with any benefits that are applicable under the appropriate employment agreement(s)

Measurement Methods

- Credentialling Committee review
- Ethics Committee report
- Peer review

KEY WORKING RELATIONSHIPS:

Head of Department	Direct reporting relationship and performance appraisal
Service Manager	Operational / management advice, support, communication
Senior Dental Clinicians	Professional advice and support
Nursing/Administrative Staff	Liaison and communication re daily activities
Staff of the TDHB	Liaison, referrals and communication
Referring Clinicians	Liaison, referrals and communication
Public and Patients	Care of patient
Independent Practitioners	Liaison, referrals and communication

Te WHATU ORA BOARD HEALTH NZ STRATEGIC AIM

Improving, promoting, protecting and caring for the health and wellbeing of the people of Taranaki.

- To promote healthy lifestyles and self responsibility
- To have the people and infrastructure to meet changing health needs
- To have people as healthy as they can be through promotion, prevention, early intervention and rehabilitation
- To have services that are people centred and accessible where the health sector works as one
- To have multi-agency approach to health
- To improve the health of Maori and groups with poor health status
- To lead and support the health and disability sector and provide stability throughout change
- To make the best use of the resources available

Te Whatu Ora Taranaki Health is committed to the principles of the Treaty of Waitangi and in particular we work together by:

- Treating people with trust, respect and compassion.
- Communicating openly, honestly and acting with integrity.
- Enabling professional and organisational standards to be met.
- Supporting achievement and acknowledging successes.
- Creating healthy and safe environments.
- Welcoming new ideas.

PERSONAL SPECIFICATION:

KEY PERSONAL CHARACTERISTICS REQUIRED:

ESSENTIAL:

- Applicants must be qualified dental practitioners registered or eligible for registration with the Dental Council of New Zealand
- The higher qualifications recognised are scheduled in the Dental Council (Registration of Specialists) Regulations
- The appointee must produce his/her Certificate of Registration to the Director Medical Management prior to commencement
- Shows a caring but professional manner in all aspects of work. Is aware of and sensitive to all cultural issues
- Able to cope with a high and varied work load including emergency situations
- Time management skills and ability to prioritise
- Dedicated team player with a willingness to learn new skills
- Computer literate
- Has a commitment to quality and accuracy and is keen to learn and develop new skills
- Knowledge of Quality Assurance, clinical audit and accreditation principles, and a commitment of continuous quality improvement
- Ability to maintain confidentiality at all times
- Demonstrates initiative and flexibility