

Position Description

Position	Dental Registrar (non-training)
Team / Service	Dental Service Hutt Valley
Directorate	Surgical, Women's, Children's
District	Capital, Coast & Hutt Valley
Responsible to	Clinical Lead, Dental Department Hutt Hospital Operations Manager – Plastics, OMF, Dental (for operational issues)
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is based at Hutt Valley Hospital.

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

Section 1: District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

RMO responsibilities in relation to Capital, Coast and Hutt Valley Organisational Objectives

- RMOs operate according to the Mission, Vision and Values of Capital, Coast and Hutt Valley
- RMOs provide patients with high quality care
- RMOs will work with colleagues to assist people achieve their optimum health
- RMOs will work co-operatively with other health professionals and staff working across the hospital and in community settings
- RMOs will support and comply with Capital, Coast and Hutt Valley Code of Conduct and all policies and procedures including health and safety requirements
- RMOs will help Capital, Coast and Hutt Valley to maintain a safe working environment for all staff

- RMOs will work in ways that enhance the efficiency and effectiveness of clinical and other Capital, Coast and Hutt Valley services
- RMOs will work in ways that make the most effective use of clinical supplies

Section 2: RMO Clinical Responsibilities – General

Area	Common Clinical Responsibilities for all RMOs
General Clinical Responsibilities:	1. Under the supervision of relevant clinician(s), an RMO's clinical responsibilities may include: i) Managing patients commensurate with and appropriate to skill level. ii) Assessing and treating patients; organising relevant examinations and investigations; ensuring results are directed and actioned as required; managing patient referrals; and day to day management of patients under the care of the team. iii) Obtaining informed consent from the patient or parent of a child, without duress. iv) Undertaking clinical responsibilities as directed. v) Maintaining a high standard of communication with patients, patients' families and staff. vi) Communicating effectively with patients and (as appropriate) their families/friends about patients' illness and treatment. vii) Informing relevant clinician(s) of the status of patients especially if there is an unexpected event. viii) Liaising with other staff members, departments, and general medical and dental practitioners in the management of patients. ix) Ensuring required paperwork (e.g. patient records, referrals and discharge plans) is completed at the appropriate time and to the appropriate standard (i.e. in accordance with statutory requirements and professional standards). x) Attending, team and departmental meetings as required. 2. Fulfilling all clinical duties at outpatient clinics, theatre sessions and any other places of clinical placement. 3. Prompt attendance at education sessions and other staff meetings that may occur. 4. Assessing and managing acute patients in the Emergency and Dental Department, where appropriate. 5. Responding promptly and effectively to emergency situations. 6. Responding promptly to concerns of patients and relatives about a patient's care and to act as their advocate when appropriate. 7. Maximising health promotion opportunities. 8. Ensure the dignity and humanitarian needs of the patient are met and the cultural needs are respected.
General Clinical Responsibilities: Patient Notes	1. Patient notes will be fully completed to enable other staff to deliver appropriate care. 2. It is a legal requirement to document the treatment/findings. 3. Consultants and RMOs are responsible for recording all patient diagnosis and information relevant to the episode of care. 4. Complete all in and outpatient notes on the day of examination or treatment.

Section 3: RMO Clinical Responsibilities – Specific

Area	RMO Clinical Responsibilities Specific to this Run
Specific Clinical Responsibilities: General	This run description is for the non-training Dental Registrar position in the Hutt Hospital. Registrars will be expected work during the week in the dental department or visit other organisations or departments as needed (e.g. Capital and Coast or Kenepuru Hospital, Ora Toa, and Kimi Ora Schools). During the run the registrar will be supervised, trained and directed by Consultant Specialist Dental Surgeons from the team to which the registrar is attached during normal weekday working hours.
Specific Clinical Responsibilities & Work Schedules	(a) The registrar shall be responsible for inpatients and outpatients (b) The RMO shall be directly responsible to the Supervisor of training and other dental hospital consultant/s holding the overall responsibility for the team patients. (c) Without limiting the scope of above, your duties shall include the following: (i) Outpatient clinics; (ii) Completing clinical information in all notes (iii) Ensuring discharge summaries are completed on discharge and in addition complex patients have typed written letters back to referring clinicians (iv) Working closely with multidisciplinary team members, e.g. other surgeons, medical practitioners, physiotherapists, occupational therapists, nurses and social workers. (v) Reviewing and assessing referred inpatients from other specialties. (vi) Participate in and produce clinical quality audits and other clinical projects. (vii) Participate in hospital medical meetings, teaching, didactic sessions, research, and grand rounds. (viii) Supervision and leadership of the team house officer/s (ix) Conduct under appropriate supervision, and within the scope of the dental registrar at their competence levels, surgical procedures for both acute and elective cases. (d) Provide on-call duties for any special care patients from 8am-5pm during rostered hours. (e) Registrars are expected to, in conjunction with the house officer, see any routine admissions, pre-admissions and arrange appropriate investigations in pre-operative work ups. (f) When going off duty or on leave, a handover of any patients whose condition is unstable or of concern must be given to the other members of the dental department.

Section 4: RMO Administrative Responsibilities

Area	Relevant information and RMO Responsibilities
Administration: Annual (and Study) Leave	1. Consistent with the goals of maintaining a healthy and safe workforce, Hutt Valley encourages all RMOs to utilise their annual and study leave entitlements. 2. To enable your leave request to be considered as effectively and efficiently as possible, RMOs should: a) <u>Either</u> apply for leave via discussion with the Supervisor of Training in consultation with the Dental Practice Manager. b) <u>Or</u> if the leave being applied for falls outside your current run, then complete an annual leave form and deliver or email this to your respective RMO Coordinator 3. You will then be advised of the leave decision made by the Practice Manager/Clinical Leader/Department. To ensure that the process of applying for leave works as effectively as possible, it is important that RMOs submit an application as soon as they can.
Administration: Sick Leave	1. An RMO who is unfit for duty due to illness must notify the Dental Practice Manager in all instances, prior to 0800 hours on a rostered day.
Administration: Time Sheets	1. RMOs are to authenticate their shifts on their individual payroll kiosk account. 2. This is required to be completed fortnightly by Sunday evening at the completion of each pay period.
Administration: Roster Changes	1. RMOs seeking any changes to their roster must discuss these with the Practice Manager, Dental Department.

Section 5: Training and Education

Area	Responsibility
General	1. Attendance and participation as appropriate in orientation sessions, ward in-service training programmes, educational sessions, department seminars and other staff meetings. 2. Meet all training and development requirements as set out by the RACDS.
Education and training of others	1. Actively contribute to the education of trainee interns, house surgeons, medical students and other health care professionals in training who have been assigned to your team. 2. Teach other health care workers as requested.
Educational/Staff Development Opportunities specific to the Run	1. Consultants teach RMOs during the day to day work activities. In addition to this, one session per week are allowed for medical learning not directly derived from clinical work. This is facilitated through the RACDS. Discussion of the timing of this should be done through the supervisor of training. 2. Although structured sessions are provided for House Officers and for Registrars undergoing basic and advanced training towards vocational registration, RMOs must themselves ensure that they utilize their entitlement. 3. The collective agreement also provides for paid medical education leave. Three months' notice is required for requests for such leave.

Section 6: Performance Appraisal

1. At the beginning of the run, the RMO and their supervisor of training are to agree goals and expectations for the run, review and assessment times and one on one teaching times. This will be in line with the RACDS training requirements.
2. This process is to occur in person between the RMO and their Supervisor of training.
3. The Performance Appraisal Form (3 and 6 monthly) will be discussed with the RMO and is to be signed/commented upon by the RMO before being returned to the RACDS and the RMO Unit by the specified date
4. After any assessment that identifies deficiencies, develop and implement a corrective plan of action in consultation with your clinical supervisor.

Purpose of the role

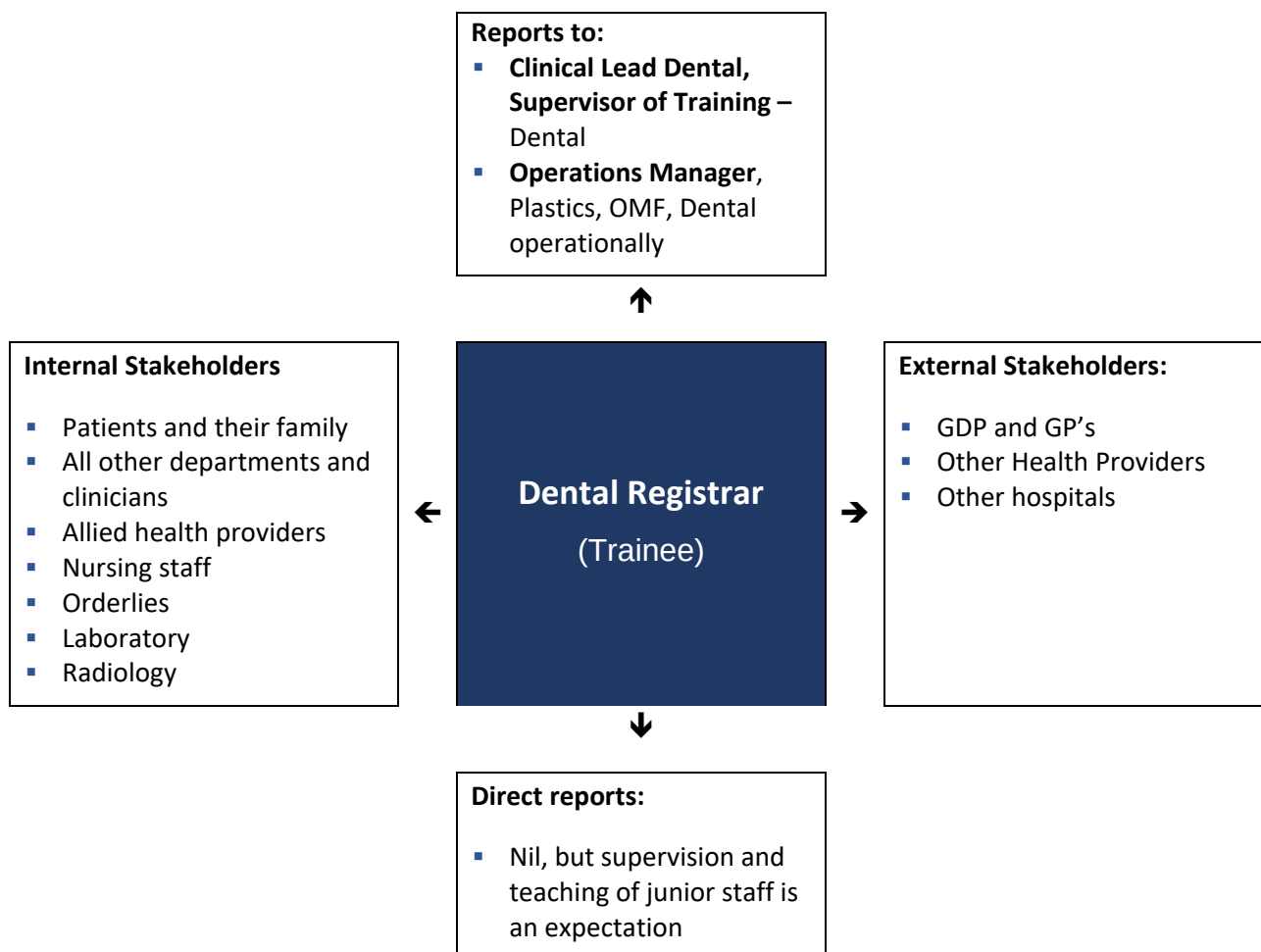
- Outpatient dental care including multidisciplinary clinics
- Inpatient dental care
- Dental theatre and IV sedation lists
- Assessment and management of Emergency Department patients, as required
- Ward Rounds as required
- Health screening and promotion in a domiciliary setting including Kimi Ora clinics and in partnership with other external oral health providers as applicable to individual dental specialty

Key Accountabilities

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.

Key accountabilities	Deliverables / Outcomes
1. Technical outcomes / accountabilities	- Relates well to all kinds of people – inside and outside the organisation - Builds appropriate rapport - Builds constructive and effective relationships - Uses diplomacy and tact - Can diffuse even high-tension situations comfortably
2. Stakeholder engagement	- Builds and participates in collaborative relationships to accomplish work goals - Treats team member with dignity, respect and honesty - Recognises and appreciate the contribution of others - Actively participates in and contributes to department goals and activities
3. Continuous improvement and innovation	Establish a culture of continuous improvement, ensuring linked and cohesive 2DHB view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector.
4. Te Tiriti o Waitangi	- Service activity, development and implementation is undertaken in accordance with the provision of the Treaty of Waitangi – partnership, protection and participation - Consultation is undertaken with appropriate Maori communities
Health & Safety	- Is aware of own medical and dental status including TB, HIV, Hepatitis etc. Ensures actively manages own health - Displays commitment through actively supporting health and safety initiatives - Ensures all staff maintains adequate safety standards on the job through consultation, training and supervision - Ensures own and others safety at all times - Complies with policies, procedures and safe systems of work - Reports all incidents/accidents, including near misses in a timely fashion - Is involved in health and safety through participation and consultation

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Interpersonal Savvy	- Relates well to all kinds of people - Builds appropriate rapport - Builds constructive and effective relationships - Uses diplomacy and tact - Can diffuse even high-tension situations comfortably
Organising	- Can marshal resources (people, funding, material, support) to get things done - Can orchestrate multiple activities at once to accomplish a goal - Uses resources effectively and efficiently - Arranges information and files in a useful manner

Competency	Behaviours
Problem Solving	▪ Uses rigorous logic and methods to solve difficult problems with effective solutions ▪ Probes all fruitful sources for answers ▪ Can see hidden problems' ▪ Is excellent at honest analysis ▪ Looks beyond the obvious and doesn't stop at the first answer
Quality & Innovation	▪ Provides quality service to those who rely on one's work. ▪ Looks for ways to improve work processes - suggests new ideas and approaches. ▪ Explores and trials ideas and suggestions for improvement made by others. ▪ Shows commitment to continuous learning and performance development.

Section 7: Hours and Salary Category

Hours

Ordinary Hours Monday to Friday: 8am – 5pm

Salary Category

Runs are assigned categories ranging from A – F depending on the average number of hours worked by the RMOs in a particular unit. The category determines the salary you are paid. This run category is F (40 – 45 hours a week). If you consider that the average hours worked by the RMOs in your roster/unit is higher than the run category; you can write requesting a review.

Expected Average Hours per Week

Ordinary Hours	40
Rostered Overtime	0
Unrostered Overtime	2.5
TOTAL	42.5
Category	F

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.