

## **Rahbar College of Dentistry**

### **SENIOR REGISTRAR/ SENIOR LECTURER**

#### **General Responsibilities:**

1. Administrative duties assigned by Head of Department.
2. Conducts SGDs, demonstrations, tutorials, case discussions and practical sessions.
3. Assisting Professor / HOD in paper setting and checking.
4. Managing dental auxiliaries.
5. Research supervision of undergraduate students and House Officers.
6. Academic mentoring of students.
7. Conducts research & professional development activities.
8. Provide constructive & timely academic feedback to HOD.
9. Representing the department in seminars, workshops & conferences.

#### **Clinical Sciences:**

1. Clinical supervision of under graduates and House Officers.
2. Provides high quality patient care.
3. Management of clinical/ laboratory/departmental equipment.

#### **Basic Sciences:**

- 1) Management of laboratory/departmental equipment.

#### **Extra-Curricular activities:**

- 1) Active participation in extra-curricular activities.

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## **DEMONSTRATOR**

### **General Responsibilities:**

1. Attendance and academic record maintenance
2. Participation in small group discussion
3. Arranging demonstrations
4. Participating in small group discussions
5. Supervision of students and practical/clinical sessions
6. Incident documentation/reporting
7. Ensure attendance of students

### **Clinical Responsibilities:**

1. Patient management.
2. Ensure cross infection protocol.
3. Comprehensive care provision to patients under supervision of senior faculty.
4. Consult the faculty regarding complex cases presenting to the department.
5. Maintain written records of patient notes/ procedural details/ cost of the performed procedure, receipt and registration number on patient's file as well as departmental register.
6. Maintain patient records on patient's file. sign all entries patient's files with their complete names and designations.
7. Patient referral to appropriate department.

## **HOUSE OFFICERS**

### **CLINICAL RESPONSIBILITIES:**

1. Achieves the PMDC competencies
2. Patient management.
3. Ensure cross infection protocol.
4. Comprehensive care provision to patients under supervision of senior faculty.
5. Consults the faculty regarding complex cases presenting to the department.
6. Maintains written records of patient notes/ procedural details/ cost of the performed procedure, receipt and registration number on patient's file as well as departmental register.
7. Maintains patient records on patient's file and sign all entries patient's files with their complete names and designations.
8. Patient referral to appropriate department.

### **GENERAL RESPONSIBILITIES:**

1. Maintain clinical portfolios.
2. Conducts and complete a research project during 1 year house job period.
3. Regularly attends professional development activities.
4. Participates in seminars, workshops & conferences.
5. Attains professional and courteous relationship with faculty and dental auxiliaries. Promptly reports any irregularity in the department working to concerned faculty.
6. Participates in institutional health-related community services.

### **Extra and co-Curricular activities:**

1. Active participation in extra-curricular activities.