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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல ) D/DS/AT/136/2018  
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Your No. : )  
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திகதி ) 2019.01. 4  
Date )

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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
Ministry of Health, Nutrition & Indigenous Medicine

All Secretaries of Provincial Ministries of Health  
All Provincial / Regional Directors of Health Services  
All Directors of Teaching and General Hospitals  
All Medical Superintendents of Base Hospitals  
All Heads of Decentralized Units, Specialized Campaigns & Institutions  
All Regional Dental Surgeons / Dental Surgeons Concerned

**Post of Senior Hospital Dental Officer**  
**National Dental Hospital of Sri Lanka (Teaching), Colombo**

Applications are invited for the above post from Grade Dental Surgeons serving in the Department of Health Services. The applicant should have minimum of 10 year service and be confirmed in service. This post is not considered as an administrative grade post. All applicants should possess a Post Graduate Qualification to be eligible to apply for this post and for the officers with same seniority, preference will be given in the order of MSc Medical Administration, MSc Community Dentistry, DHDP or any other qualification as per para 7.2 of Medical Minute.

Applicants selected should have to serve for a minimum period of 02 years and transferable after 4 years. However the selected candidate has to commence the duties with immediate effect and ability should be declared in the application and endorsed by the Head of the Institution / Decentralized Unit.

Application should be made on the specimen form attached to the advertisement and should be sent to the following address to reach on or before 18<sup>th</sup> January 2019 through the respective Heads of Institution / Heads of the Decentralized Units.

Director (Dental Services)  
Ministry of Health, Nutrition and Indigenous Medicine  
"Suwasiripaya"  
Colombo 10

Dr. K.D. Jayalath  
Director (Dental Services)

**Dr. K. D. Jayalath**  
Actg. Director (Dental Services)  
Ministry of Health, Nutrition & Indigenous Medicine  
Colombo 10.

For Deputy Director General (Dental Services)

### Duty List of Senior Hospital Dental Officers (SHDO)

1. The duty hours of the above officers is from 8.00 a.m. to 12.00 noon and 2.00 p.m. to 4.00 p.m. These duty hours should be strictly adhered to give leadership to the junior OPD Dental Surgeons.
2. S.H.D.O. should look after the smooth functioning of the out patients department ensuring treatment of all patients seeking OPD treatment.
3. First duty of the SHDO is to go round the OPD rooms and ensure that rooms are ready for treatment by 8.15 a.m.
4. From 8.15 a.m. to 11.30 a.m. he or she should be in assigned room or any other assigned room and attend to :-
  - a) Allocation of duty to Dental Surgeons.
  - b) Control of OPD admissions with consultation with Deputy Director
  - c) Admission of patients to ward
  - d) Distribution of conservation periodontal and referred cases to treatment rooms concerned.
  - e) Co-ordinate with overseer and matron and Deputy Director and attend to staff requirements of OPD rooms and hospital environment.
  - f) Co-ordination with ward clerk and office and help in maintenance of statistics.
5. 11.30 a.m. OPD rounds to make sure treatment of all OPD cases in cleanliness of rooms and give instructions to overseer.
6. 2.00 p.m. Direction of patients for conservation and periodontal treatment.
7. 3.30 p.m. Make a ward round, examine the post-operative patients and inform the specialist concerned of any urgent attention required
8. All leave applications of OPD, DSs should be scrutinized. Ensure that there are proper acting arrangements made before submitting to Director / Deputy Director for approval
9. Ensure that OPD DSs attend to Sunday Duty and P.H. Duty arrangements and if there are alterations to ensure they are satisfactory before authorization by Director.
10. Prepare and submit monthly OPD, HO and SHO on call duty roster to Director for approval.
11. Organize OPD Public Health Programme in consultation with Director
12. Report to Director any breakdown of essential services such as water, electricity and instruments and equipment and get them attended to by the respective maintenance persons.
13. Any other duties assigned from time to time by Director.

  
Dr. K.D. Jayalath  
Director (Dental Services)

**Dr. K. D. Jayalath**  
Actg. Director (Dental Services)  
Ministry of Health, Nutrition & Indigenous Medicine  
Colombo 10.

For Deputy Director General (Dental Services)