



# RUN DESCRIPTION

<b>POSITION:</b>	Registrar
<b>DEPARTMENT:</b>	Paediatric Orthopaedic Surgery
<b>PLACE OF WORK:</b>	Starship Hospital/Surgical Outreach Clinics
<b>RESPONSIBLE TO:</b>	Clinical Director and Service Manager of Paediatric Orthopaedic Surgery through a nominated Consultant Surgeon.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumers and hospital based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of Paediatric Orthopaedic Service
<b>RUN RECOGNITION:</b>	This run is recognised by the Royal Australasian College of Surgeons as a training position for specialist qualification for NZOA Trainees.
<b>RUN PERIOD:</b>	6 months

## Section 1: Registrar's Responsibilities

Area	Responsibilities
<b>General</b>	<ul style="list-style-type: none"> <li>• Day to day management of ward and facilitation of communication between members of multidisciplinary team and GP's.</li> <li>• Assess patients who are referred to the service for admission including taking a history, performing a physical examination and formulating a management plan and discuss with Consultant as appropriate.</li> <li>• See assigned patients on a daily basis (Monday to Friday) Attend ward rounds when current knowledge of the progress of all patients under the team's care is expected.</li> <li>• Implement treatment of assigned patients (including ordering and following up of any necessary investigations) under the supervision of the Consultant.</li> <li>• Perform required procedures and seek supervision of consultant where appropriate.</li> <li>• Perform operating lists as required under supervision of Consultant.</li> <li>• Liaise with other staff members, departments and General Practitioners in the management of the patients, ensuring appropriate handover of patients prior to weekends.</li> </ul>

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<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• Perform outpatient clinics as required under supervision of Consultant. Outpatients not previously seen by the service or who are to be discharged, will be discussed with a Consultant.</li> <li>• Perform Ward consultations as required under supervision of Consultant.</li> <li>• The Registrar will supervise the work of a House Officer, with whom they will organise the investigation of inpatients under the care of the Department.</li> <li>• Clinical skills, judgement and knowledge are expected to improve during the attachment.</li> <li>• The registrar will arrange scheduled daystay and inpatient admissions.</li> <li>• The Registrar must attend handover.</li> <li>• The registrar will research (Library/Medline) information in regard to diagnosis and treatment of patients who present a challenge as requested by a specialist.</li> <li>• Other duties as specified by the runs Clinical Director.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Inform consultants of the status of patients, especially if there is an unexpected event</li> </ul>
<b>Admitting</b>	<ul style="list-style-type: none"> <li>• Assess and admit Orthopaedic patients referred by ED or from the community or from other units within Auckland hospital when required by the attached roster.</li> </ul>
<b>Ward Review</b>	<ul style="list-style-type: none"> <li>• Review patients in other wards when required by attached roster.</li> </ul>
<b>On-Call</b>	<ul style="list-style-type: none"> <li>• When on call, respond to requests by Nursing Staff and other members of Medical Staff to assess and treat inpatients under the care of other teams.</li> <li>• When on call respond to General Practitioner calls, arranging assessment as necessary.</li> <li>• Liaise with Consultant and the Senior Registrar as required</li> </ul>
<b>Outpatients</b>	<ul style="list-style-type: none"> <li>• The Registrar will attend rostered outpatient clinics promptly and will endeavour to see outpatients at their scheduled appointment times.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Keep adequate and legible records in accordance with the hospital requirements and good medical practice, including dictation of discharge summary as appropriate. Entries to Clinical Record will be made daily on weekdays and whenever management changes are made.</li> <li>• Discharge summaries will be dictated within 48 hours of discharge.</li> <li>• Discharge coding and audit forms will be completed within 2 days of discharge.</li> <li>• Communicate with patients and their families about patients' illness and treatment in an appropriate and timely manner.</li> <li>• The Registrar is responsible for referral of patient deaths to the Coroner's Office in compliance with Company Policy and medico-legal requirements.</li> <li>• The Registrar is responsible for the completion of death certificates for patients who have been under their care, although this may be delegated to a House Officer.</li> <li>• A letter to the patient's General Practitioner will be dictated after each Outpatient Visit.</li> <li>• Results of investigations will be sighted and signed before they are filed in the patient's chart.</li> </ul>

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Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines which state:               <ol style="list-style-type: none"> <li>1. <i>“The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Medical Council believes that the responsibility for obtaining consent always lies with the consultant – as the one performing the procedure, they must ensure the necessary information is communicated and discussed.”</i></li> <li>2. <i>“Council believes that obtaining informed consent is a skill best learned by the house surgeon observing consultants and experienced registrars in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so</i></li> </ol> </li> </ul>

## Section 2: Weekly Schedule

Each registrar will attend elective operating sessions and outpatient clinics with their consultant, and attend acute operating cases as under the direction and supervision of the senior registrar and consultant.

## Section 3: Training and Education

Nature	Details
<i>Protected Time</i>	<p><i>The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per roster)</i></p> <ul style="list-style-type: none"> <li>• Orientation at the beginning of the run</li> <li>• Attendance at Journal Club</li> <li>• Grand Round Friday 1300-1400</li> <li>• Radiology Conference</li> <li>• The Registrar will contribute to clinical meetings and Audit reviews.</li> <li>• Supervise House Officer and Trainee Intern training for his/her team.</li> <li>• Perform bedside teaching of medical students as directed by Consultant.</li> </ul>
<p><i>The Registrar is responsible for Post Graduate and Under Graduate Nurse Teaching and supervision of same and responsible for teaching House Surgeons</i></p>	

## Section 4: Cover:

- Each Registrar will be responsible for taking long day call from ED, GP and hospital calls up to two long days a week.
- The registrars will work one or more period of nights during the run.

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> <li>at the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and teaching.</li> <li>after any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> </ul>	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> <li>an initial meeting between the Consultant and Registrar to discuss goals and expectations for the run, review and assessment times, and teaching.</li> <li>an interim assessment of the Registrar three <b>(3)</b> months into the run, after discussion between the Registrar and the Consultant responsible for them;</li> <li>the opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Registrar will bring these to the Registrar's attention, and discuss and implement a plan of action to correct them;</li> <li>a final assessment report on the Registrar at the end of the run, a copy of which is to be sighted and signed by the Registrar.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	<ul style="list-style-type: none"> <li>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</li> </ul>
Rostered additional hours (inc. nights, weekends & long days)	20	
All other unrostered hours	5	
Total hours per week	65	

**Salary**            The salary for this attachment will be as detailed by a Category A run category

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