

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Te Puaruruhau
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Manager, through a nominated Consultant/Physician.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Te Puaruruhau Service.
RUN RECOGNITION:	This run is recognised by the Royal Australasian College of Physicians
RUN PERIOD:	4 or 6 months

Section 1: Registrar's Responsibilities

Area	Responsibilities
On Call Responsibility	<ul style="list-style-type: none"> While on call the acute Paediatric Medical Registrar pager is held. The Medical Registrar on-call is available to advise on children in CED. The decision to admit a child is made by the Medical Registrar on-call. If a child is referred to the Medical registrar on-call from CED and the Registrar feels that admission is not appropriate they will review the child in CED and suggest an alternative plan with the CED staff. On hand over of admissions from the emergency department, full and appropriate clinical notes and the ongoing management are the responsibilities of the medical registrar on call. Review of medical admissions to PICU. The on-call Medical Registrar will take GP calls for advice and/or admission. They will notify ED if there is concern regarding the severity of the condition of the child. Attend emergency calls alerted to by the acute pager.
Clinical Responsibility	<p>Responsibilities include patients under the care of and referrals to Te Puaruruhau. After one month, the registrar will share the roster for the Te Puaruruhau on-call cellphone during normal working hours</p> <p>It is expected that the registrar will:</p> <ul style="list-style-type: none"> Work in a consultative manner as part of a multi-disciplinary team Work towards a bicultural model of practice Provide medical assessments of children and young people identified as being at risk of neglect, emotional, physical or sexual abuse. Outpatients will be seen at their scheduled appointment times, and acute referrals as organised in consultation with the Paediatrician

Paeds Te Puaruruhau Registrar Run Description – Effective 12 December 2011

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Area	Responsibilities
	<p>on duty.</p> <ul style="list-style-type: none"> All outpatients must be discussed with a Te Puaruruhau consultant before they leave the Starship, and physically reviewed by the consultant if there are any physical findings which are abnormal or of uncertain significance. All inpatient referrals must be seen jointly with a Te Puaruruhau consultant, who will also write in the notes For the above patients arrange appropriate investigations, implement management and treatment, and ensure follow up of results and progress. Write legible notes in patients charts. Management changes will be documented. Entries must be dated, signed and have a legible printed name accompanying the signature. Follow Te Puaruruhau procedure for the management of clinical records Co-ordinate the management of in-patients with whom Te Puaruruhau is involved, review them daily and discuss with a Te Puaruruhau consultant daily. Formulate and document weekend plans for inpatients. Patients will be handed over prior to leave or night duty, and at the end of the run. For inpatients, it is expected that the Te Puaruruhau consultant responsible for the patient will also hand over personally to the Te Puaruruhau consultant on call. Perform required procedures as necessary. Liase with other staff members, departments and health professionals in the management of patients. Participate in liaison with statutory agencies such as the Police and Child, Youth and Family Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved. Attend whanau hui or Family Group Conference as required. Give evidence in court if required. All deposition statements or briefs of evidence must be reviewed with a Te Puaruruhau consultant before they are signed by the Registrar. It is expected that a Te Puaruruhau consultant will also be summoned if the evidence of an "expert witness" is required. On completion of medical assessment or discharge from hospital, ensure that appropriate follow up is in place, including written information where appropriate. A written medical report will be dictated within ten working days, and forwarded to the appropriate health professionals and statutory agencies. All medical reports will be counter-signed by the consultant Paediatrician who saw the child or with whom the child was discussed. <p>All the above duties will be in conjunction with the Te Puaruruhau team. The Registrar will discuss all patients with the consultant.</p>

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
0800	Case Allocation	Case Allocation	Update	Case Allocation	Case Allocation
0830	Inter-Agency Referral Meeting (PIRM)	Inter-Agency Referral Meeting (PIRM)		Inter-Agency Referral Meeting (PIRM)	Inter-Agency Referral Meeting (PIRM)
0900			Sexual Health Clinic	Peer Review of all cases	
1000					
1100					
1200			Business Meeting (every 2 weeks)	Journal Club	Grand Round
1300				Registrar Teaching	
1500				FRACP Teaching	
1600				FRACP Teaching	

Note: dates and times for the sessions above may change.

There is a minimum of 3 hours per week medical learning, which includes the journal club, registrar teaching, Update, Grand Round and tutorials.

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- Paediatric Update Wednesday 0805 – 0900, Level 3 Lab Plus building
- Te Puaruruhau peer review, Thursday 0900 – 1200, Kereru Room, 3.26
- Te Puaruruhau Journal Club, Thursday 1200 – 1300, Kereru Room, 3.26
- Starship Registrar Teaching, Thursday 1300 – 1400
- FRACP Part One Teaching, Thursday 1500-1700, Clinical Education Centre, Level 5, Auckland City Hospital
- Grand Round Friday 1300 – 1400, Rangitoto Room, Level 3 Lab Plus building
- Bicultural workshops (ADHB, through Learning and Development website)
- Weekly one-hour tutorial or scheduled community visit
- DSAC Basic and / or Advanced training course in the medical examination of the sexually abused child, if scheduled during the attachment
- Starship Three Day Workshop “Assessment of Physical Abuse in Children”, if scheduled during the attachment

Section 3: Roster:

Other Resident and Specialist Cover

- The ordinary hours of work are 0800 – 1700 Monday to Friday.
- The on-site long days are from 1700 – 2230 M - F and are rostered at a frequency of 1 in 8
- The on-call off-site long days in summer are 1700 - 2230 and are rostered at a frequency of 2 in 8
- The night duty shifts are rostered at a frequency of 1 in 8
- Weekend day duties are rostered at a frequency of 1 in 8.

Section 4: Cover:

Other Resident and Specialist Cover

- During summer months, December to April, there are 5 General Paediatric Registrars and 2 House Officers. During the winter months there are 5 General Paediatric Registrars and 3 House Officers.
- There are 12 sub-speciality Paediatric Registrars, a sub-specialty reliever, and two advanced trainee posts.
- Leave is covered by rotating relievers from the General Paediatric pool of Registrars
- There are 5 sub-speciality House Officers. One House Officer is assigned to Neurology, one to Endocrinology / Renal / Immunology / Rheumatology, one to Gastroenterology / Infectious Diseases, one to Respiratory and one is assigned to Oncology. Te Puaruruhau operates without a house officer.
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Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"> • The Registrar will: • At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; 	<ul style="list-style-type: none"> • The service will provide, • An initial meeting between the Consultant and Registrar to discuss goals and expectations for the run, review and assessment times, and one on one teaching time. • An interim assessment report on the Registrar two (2) months into the run, after discussion between the Registrar and the Consultant responsible for them; • 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; • 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.

Section 6: Hours and Salary Category

Summer Roster

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	45.0	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	7.65	
All other unrostered hours	3	
Total hours per week	55.65	

Salary The salary for this attachment will be as detailed as a Category **C** run to be confirmed by a run review.

Extended Winter Roster

- Starting mid June until mid September (total 12 weeks) extra hours are rostered for the expected increased winter work load.
- During winter there will be two registrars on duty to cover acute call 1700 to 2300 during the week and 0800-2300 during the weekend.
- One extra registrar will be rostered on duty for ward rounds 0800 to 1300 over the weekends.

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	45.0	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	8.62	
All other unrostered hours	3	
Total hours per week	56.62	

Salary The salary for this attachment will be as detailed as a Category **B** run. Hours and Salary to be confirmed by a run review.

Includes three hours rostered time within the roster for education.

Callbacks apart from weekend ward rounds are paid at a 4 hour minimum to a maximum of eight hours in any 8 hour period. These are paid as additional duties. Weekend ward rounds are calculated into the base salary as above.

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