

POSITION:	ABI Rehabilitation Registrar
DEPARTMENT:	ABI Rehabilitation NZ Ltd
PLACE OF WORK:	Ranui and Grafton Auckland
RESPONSIBLE TO:	Medical Director
FUNCTIONAL RELATIONSHIPS:	Health Care Consumers Inpatient and community based rehabilitation staff District Health Board staff, ACC case managers and other referrers AFRM (Australasian Faculty of Rehabilitation Medicine) or RACP (the Royal Australasian College of Physicians) and the Training Coordinator for New Zealand trainees
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the ABI Rehabilitation Services (traumatic brain injury and other acquired brain injury in patients 15 years and older).
RUN RECOGNITION:	This run is recognised by the AFRM (Australasian Faculty of Rehabilitation Medicine) as a training position for specialist qualification in Rehabilitation Medicine
RUN PERIOD:	6 months

Section 1: Registrar's Responsibilities

Clinical Duties	Responsibilities
	<ul style="list-style-type: none"> The Registrar will ensure that all inpatients are reviewed and discussed with the interdisciplinary team including nursing staff, seen weekly and as required. This may be delegated at appropriate times to other medical staff. The Registrar will be available to attend consultant inpatient rounds and will have a current knowledge of the progress of inpatients under their care. The Registrar is also expected to perform an independent weekly ward round of selected patients and report back to the Consultant for advice. The Registrar will answer calls from GP's, consultants and patients in the community and arrange to assess patients if necessary. This will include seeing referrals at other hospitals in the Auckland region. The Registrar will attend rostered outpatient clinics at the ABI Outpatient Centre under supervision and will endeavour to see outpatients at their scheduled appointment times. This will include multidisciplinary clinics such as the Spasticity Clinic and Concussion Clinic where rostered. Outpatients not previously seen in the Department, or who are to be discharged and those requiring further assessments will be discussed with the Consultant whenever possible.
	<ul style="list-style-type: none"> The Registrar may be required to attend outreach reassessment (follow-up) Clinics at

	<p>various centres in the upper North Island along with members of the interdisciplinary team and supervising consultant.</p> <ul style="list-style-type: none"> • Clinical skills, judgement, knowledge and a holistic goal centred approach to rehabilitation are expected to improve during the attachment. • The Registrar is expected to attend fortnightly interdisciplinary case conferences, and take part in family and other team meetings as required. • Minor surgical procedures as well as injection techniques may be performed under consultant supervision as indicated. Skills in implantation and management of intrathecal pump technology will be developed. • It is essential that all ABI Rehabilitation employees have an understanding of Maori issues. This includes an awareness of traditional and contemporary Maori, whanau / hapu structures, key Maori concepts and an awareness of Maori legislation.
Administration:	<ul style="list-style-type: none"> • The Registrar will type or dictate discharge summaries or letters to GP's after patients' discharge. A standard template is used and completed by all members of the interdisciplinary team. A letter will be written to the patient's GP and/or ACC case manager after each outpatient visit. The results of all investigations will be sighted and signed, and if necessary acted on before they are filed in the patient's chart. These must be completed to contractual timeframes. • The Registrar will be expected to participate in audit programmes within the rehabilitation service.

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	09:00 – 10:00 Intake and bed allocation meeting 10:00 – 12:00 Registrar only ward round	09:00 – 11:00 Ward work or independent learning as needed	08:00 – 13:00 Consultant ward round	08:00 – 11:00 Review of patients in neurosurgical ward Auckland hospital 11:00 – 12:00 Multi-disciplinary concussion service meeting	08:00 – 09:00 National Registrar Training by Teleconference 10:00 – 13:00 Outpatient clinic
p.m.	13:00 – 14:00 Family meetings 15:00 Meet with consultant for feedback, research, teaching etc	13:00 – 14:00 Clinical Governance meeting monthly 14:00 Family meetings 15:00 MDT meeting	13:00 Ward work or independent learning as needed 15:00 MDT meeting	13:00 – 15:00 Ward work/ family meetings 15:00 MDT meeting	13:00 – 15:00 Independent Study
		Monthly Journal Club with Auckland Rehabilitation Medicine Specialists and Registrars for 2 hours in the evening			

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

There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial, journal club and pathology session.

Education

On occasion, the Registrar may be requested to teach other nursing staff, allied health and medical students. The Registrar will be expected to attend a minimum of 4 hours of educational sessions per week, which includes specialist Registrar training at a number of sites when clinical duties allow, the weekly Neuroradiology and Neurological Clinical Meeting at Auckland Hospital, weekly TARPS Clinical Meeting at Greenlane Hospital, and other relevant meetings within the Auckland region as well as self-directed learning.

The Registrar is expected to actively participate in in-service and patient education programmes at ABI Rehabilitation. If these are held after hours due reimbursement will be given on par with the RMO's collective contract.

The registrar will be encouraged and supported to attend formal training sessions of the AFRM held in New Zealand whenever possible. This may extend to attendance at national conferences and, formal training sessions of the AFRM and other training sessions held in Australia with relevance to the field of Rehabilitation Medicine as part of their training requirement.

Research

A research project or document audit may be undertaken during the attachment subject to approval by the Clinical Head of Rehabilitation.

Quality

To demonstrate a commitment to continuous quality improvement.

- Identifying opportunities for quality improvement projects.
- To actively participate, develop and implement identified quality initiatives that have been approved by the Quality Projects Team, either independently and / or with the professional team.

Section 3: Roster

Roster

The normal hours of work are from 0800 -1630 Monday to Friday. This includes a 30-minute un-paid lunch break, which can be taken away from the community provider. In addition, the Registrar will participate in the weekend and after hour's On-Call roster on a 1:2-1:3 frequency, (Mon-Fri 1630-2400, Sat/Sun and public holidays – 0800-2400). Reimbursement is given for phone consultations, mileage and on call allowances as per the RMO MECA.

Section 4: Cover:

Other Resident and Specialist Cover

There is no out of service cover for absence from work for sick leave, planned annual leave, conference leave or study leave. Leave cover is arranged on a "first come first served" basis and applications for leave should be submitted as early as possible to provide the consultant and the service reasonable notice to ensure internal coverage will be available. Cover for annual, conference or study leave will be negotiated prior to leave being approved.

Sick absence and all leave is covered within the Department.

MECA provisions about employee consent to cross cover apply.

Section 4: Health and Safety

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> • Take all practicable steps to ensure a safe work place and environment. • Observe, understand and comply with relevant legislation and regulations of the Health & Safety At Work Act (2015). • Attend training as directed in fire evacuation, lifting, and CPI. • Hazard identification and reporting.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will;</i></p> <ul style="list-style-type: none"> • 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; • Ensure a mid-run assessment is completed after discussion between the Registrar and the consultant responsible for them; • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; • Sight and sign the final assessment report provided by the service. 	<p><i>The service will provide;</i></p> <ul style="list-style-type: none"> • 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 six (6) weeks 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

<i>Average Working Hours</i>	<i>Service Commitments</i>								
<table> <tr> <td>Basic hours (Mon-Fri)</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Rostered additional hours (inc. nights, weekends & long days)</td> <td style="text-align: center;">0</td> </tr> <tr> <td>All other unrostered hours</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Total hours per week</td> <td style="text-align: center;">43</td> </tr> </table>	Basic hours (Mon-Fri)	40	Rostered additional hours (inc. nights, weekends & long days)	0	All other unrostered hours	3	Total hours per week	43	<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>
Basic hours (Mon-Fri)	40								
Rostered additional hours (inc. nights, weekends & long days)	0								
All other unrostered hours	3								
Total hours per week	43								

Salary The salary for this attachment will be as detailed in an F run category plus On Call arrangements and Call-ins as required.