

RUN DESCRIPTION

POSITION:	Registrar – Haematology
DEPARTMENT:	Haematology/General Medicine
PLACE OF WORK:	Waitemata District Health Board – North Shore Hospital and Waitakere Hospital
RESPONSIBLE TO:	Clinical Director Medicine, Clinical Director Haematology, Manager Medical Services.
FUNCTIONAL RELATIONSHIPS:	Consultants and registrars in the Haematology and Medicine services. Clinical Nurse Specialists in Malignant Haematology and Thrombosis; Haematology Coordinators; Haematology Day Stay Nursing Staff, Others as required.
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Haematology/General Medicine service.
RUN RECOGNITION:	This run is recognised by the RACP as a training position for specialist qualification
RUN PERIOD:	26 weeks

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<p>Responsible for the clinical assessment, investigation, diagnosis and treatment of patients admitted to the Haematology service under the direction of the Specialist Consultant.</p> <ul style="list-style-type: none"> To supervise the safe and efficient management of in-patients under the care of the haematology service, with the supervision of the consultant. To undertake outpatient clinics weekly in either North Shore or Waitakere hospital providing clinical management of outpatients with haematological disorders. Clinics will be conducted during ordinary hours under the supervision of the consultant. To receive enquires from hospital staff with regard to in-patients and out patients with haematology problems and review such patients as required, under the supervision of the consultant. To receive general practice enquiries regarding admissions or management issues involving patients with haematological problems To review patients admitted to the Haematology Day Stay Unit as requested by medical or nursing staff. To review out patients on an urgent and semi-urgent basis as required in the Haematology Day Stay unit or the Haematology Clinic rooms. To manage patients undergoing chemotherapy, perform bone marrow biopsies, lumbar punctures and other diagnostic investigations as may be required; assist the coagulation nurse in the management of patients with thrombotic disorders.

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> • To participate in research projects within the department of haematology. • Any other duties that may be required in the interest of the department, such as organising clinics, and lunchtime presentations. • Participate in weekend and night rosters in the acute medical wards as notified.
Other Duties	

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	<p>The Registrar will attend weekly (unless attendance is required for an emergency) the:</p> <ul style="list-style-type: none"> • Lymphoma conference at ACH 1300 – 1400 Monday (only as required) • Chemotherapy Meeting 0800 – 0930 Wednesday. • Grand Round NSH Tuesday 1230 – 1330. • Blood Club and Journal Club Wednesday 1200 – 1430 • Preparation for the written and clinical FRACP 1300 – 1600 Wednesday. • Radiology Conference – 1445 - 1545 Wednesday • Assist the Specialist staff in ensuring appropriate patient education and teaching of RMO's nursing and other related health professionals. • Registrars present case summaries and topic reviews on a regular basis. • To attend peer review and educational meetings as directed by the senior medical staff.

Section 3: Roster

<i>Hours of Work</i>
<p><u>Ordinary hours of work</u></p> <p>08:00 - 16:00 Monday to Friday 22:30 - 08:30 Night shifts - will occur on Friday/Saturday nights only - approx 3 sets in 26 weeks 13:00 – 23:00 Day shifts Saturday and Sunday - approx 7 sets in 26 weeks</p> <ul style="list-style-type: none"> • The Haematology Registrar will not be present on the day of Friday before starting a night shift • Night duties Fri/Sat nights only and day duties Saturday and Sunday 1300 – 2300 as indicated on General Medical Roster.

Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none">• Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at 3 months and 6 months.• If deficiencies are identified during the attachment the Consultant will bring these to the Registrar's attention and discuss how they may be corrected.• The Director of Basic Physician Training will be available to discuss problems and progress.	

Section 5: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours 40.00	
Rostered additional hours (inc. nights, weekends & long days) 7.47	
All other unrostered hours 11.67	
Total hours per week 59.14	

Salary: The salary for this attachment will be as detailed as a Category C.