

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Department of General Surgery
PLACE OF WORK:	Middlemore Hospital
RESPONSIBLE TO:	Service Manager through their Consultant and the Clinical Head of General Surgery
FUNCTIONAL RELATIONSHIPS:	Health care consumers Hospital and community based health care workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Department of General Surgery
RUN RECOGNITION:	The run is accredited by the Royal Australasian College of Surgeons for the training of Non-SET and SET surgical trainees.
RUN PERIOD:	6 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical duties	<ul style="list-style-type: none"> The Registrar will supervise the work of a House Officer, with whom they will organise the investigation and management of patients under the care of the Department. The Registrar will be available to attend Consultant ward rounds and will have a current knowledge of the progress of inpatients under their care. The Registrar will answer calls by GPs about patients and arrange to assess patients if necessary. The Registrar will attend rostered outpatient clinics promptly and will endeavour to see outpatients at their scheduled appointment times. Outpatients not previously seen in the Department, or those who are to be discharged, will normally be discussed with a Consultant Surgeon. Clinical skills, judgement and knowledge are expected to improve during the attachment. Notwithstanding that formal referrals are made from consultant to consultant, the Registrar may see inpatient referrals on behalf of their consultant. The Registrar will attend calls as part of the trauma team for surgical emergencies. The Registrar will perform or assist with operative procedures as required. Registrars will be available during pre-admission clinics and will review points with

<i>Area</i>	<i>Responsibilities</i>
	the house surgeon as to patients fitness/consent for surgery.
Acute admitting	<ul style="list-style-type: none"> When rostered on acute call the Registrar will assess and admit acute patients and also respond to ED requests within a timely manner as indicated by the 6 hour initiative at CMDHB Emergency Care Department.
Administration	<ul style="list-style-type: none"> Legible notes will be written in patient charts on admission and whenever management changes are made. The latter may in part be delegated to the House Officer. Where appropriate, 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. Letters will be written to the patient's GP after each outpatient visit. The results of all investigations will be sighted and accepted. The Registrar is responsible for submitting and checking audit entries in respect of their team. Registrars are expected to take an active part in the monthly audit meeting. The Registrar is responsible for the organisation of bookings for elective surgery and for planning elective surgery lists. Up to 4 hours per week is taken up with arranging elective operating lists, which involves liaison with the Bookings Clerk

Section 2: Training and Education

Education	<ul style="list-style-type: none"> Through example and supervision the Registrar will actively contribute to the education of House Officers. On occasion, the Registrar may be requested to assist with the teaching of other healthcare workers and medical students. Registrars present case summaries and topic reviews on a weekly basis. Trainees are required by the local RACS training committee to attend teaching sessions as scheduled
Research	<p>A research project may be undertaken during the attachment</p> <ul style="list-style-type: none"> A research project at some point in the Registrars training is a requirement for fellowship training for the RACS.

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

There is a minimum of 4 hours per week medical learning, which includes the weekly tutorial, and pathology session.

Section 3: Roster

<i>Roster</i>		
Hours of Work		
Ordinary Hours	Monday to Friday	0730-1530
Weekend short day	Saturday to Sunday	0730 - 2230
Acute Call Long day duty	Monday to Sunday	0730-2230
Night duty	Monday to Sunday	2200-0800
<ul style="list-style-type: none">RMO's may be asked to attend Saturday Ward Rounds, this is not a requirement; however, there are a number of unrostered hours included in the run category to cover such occurrences.		

Section 4: Cover

<i>Other Resident and Specialist Cover</i>
<p>There are 18 Registrars employed on the roster, eight of whom are SET general surgical trainees. The 18 positions comprise of 14 General Surgery team positions, 1 Urology Registrar position and 3 Relievers who will be rostered to cover the Registrar on leave or night duty. ,</p> <p>The senior registrars are not rostered to do night duty. Night duty is shared amongst the Junior and Urology registrars All the Registrars are rostered to do acute call on weekdays and weekends.</p> <p>Leave</p> <p>Applications for annual leave are treated on a "first-come-first-served" basis and should be submitted as early as possible to facilitate cover arrangements for duties. Cover for annual leave is generally provided by a leave reliever.</p> <p>SET trainees are allowed a maximum of 6 weeks (30 days) total leave per 6 months</p> <p>Registrars within the department are asked to cover short-term sick absence of colleagues - additional duty payments are made for any after hours cover provided.</p> <p>Applications for medical education leave should be submitted early to allow for co-ordination and planning of multiple requests.</p>

Section 5: Performance appraisal

<p>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 Surgeon will bring these to the Registrar's attention and discuss how they may be corrected.</p>

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	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)	14.67	
All other unrostered hours	10.41	
Total hours per week	65.08	

Salary: This attachment is detailed as a Category A run.

The salary for the reliever/night reliever will be remunerated at 2 categories above therefore, Category A++.