



# RUN DESCRIPTION

<b>POSITION:</b>	Non-Training Registrar
<b>DEPARTMENT:</b>	Ophthalmology
<b>PLACE OF WORK:</b>	Greenlane Clinical Centre
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant Surgeon
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Ophthalmology Service.
<b>RUN PERIOD:</b>	6 months

## Section 1: Non-Training Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>The Non-Training Registrar will assess all acute and "transfer" admissions to the service by taking a history, performing a physical examination, constructing a problem list and formulating a management plan in consultation with the Registrar and/or Consultant.</li> <li>See assigned patients on a daily basis (Monday to Friday) during rostered hours.</li> <li>Attend ward rounds as required by Registrar and/or Consultant.</li> <li>Attend outpatient clinics as rostered or as required by Registrar and/or Consultant.</li> <li>Implement treatment of assigned patients (including ordering and following up of any necessary investigations) under the supervision of the Registrar and/or Consultant.</li> <li>Perform required procedures as directed by Registrar and/or Consultant.</li> <li>Liaise with other staff members, departments and General Practitioners in the management of their patients.</li> <li>When on call duty outside ordinary hours of work, respond to requests by Nursing Staff and other members of Medical Staff to assess and treat inpatients under the care of other medical teams as detailed in the roster.</li> <li>Clinical skills, judgement and knowledge are expected to improve during the attachment.</li> </ul>
<b>Admitting</b>	<ul style="list-style-type: none"> <li>Assess and admit Ophthalmology patients referred by ED or from the community.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
<b>Inpatients</b>	<ul style="list-style-type: none"> <li>• When allocated to ward duties within the service undertake regular examination management of and update management plan of admitted patients for whom the team is responsible on a frequency agreed with the clinical director.</li> <li>• Ensure relevant documents e.g discharge summary, medication card and follow-up appointments are given to patient on discharge as necessary</li> <li>• Ensure weekend plans for patient's management are documented in the notes</li> <li>• When not on duty on the weekend, inform the on-duty medical staff about patients whose condition requires monitoring and review</li> <li>• Complete documentation on Friday prior to known or likely weekend discharges</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, (daily on weekdays and whenever management changes are made).</li> <li>• Appropriate laboratory tests will be requested and results sighted and signed. Abnormal results will be notified to the Registrar and/or Consultant as soon as practicable.</li> <li>• On discharge provide patients with a hand-written clinical summary and if required, a prescription and follow-up appointment.</li> <li>• Communicate with patients and their families about patients' illness and treatment where appropriate.</li> </ul>
<b>Outpatients</b>	<ul style="list-style-type: none"> <li>• Communicate with referring person following patient attendance at clinics</li> <li>• Assist with arranging and performing outpatient investigations</li> </ul>

## **Section 2: Training and Education**

Clinically related educational activities will be included as part of the normal duties of the position. Unless rostered for acute admitting or required for medical emergency, the RMO shall be given the opportunity to attend.

## **Section 3: Roster**

- On call responsibilities will be 1:6 - always with Consultant back up.
- The ordinary hours of work will be 0800 to 1600 hours Monday to Friday. Additional hours over and above the ordinary hours will be worked as set out in the roster.
- Cover for leave will be provided by the employer through the use of relievers from the surgical relief pool.

## Section 4: Cover:

### *Other Resident and Specialist Cover*

- The number of RMO's working on the roster will be 6.
- There are 3 non training Registrars and 3 House Officers contributing to the roster.
- Consultants will be available on call to attend the workplace within 30 minutes if necessary
- Leave will be organised by the employer and is provided via the Surgical House Officer relief pool. Early leave application is helpful to assist in the appropriate allocation of relievers.
- There is a consistent workload Monday to Friday (ordinary hours) for 5 RMO's and daily staffing numbers will be maintained at this level. Remuneration will be as follows:
  - 6 FTE will be remunerated as per the salary category detailed in section 6 of the run description
  - 1 FTE will be remunerated as a relief run category which will be shared amongst the 6 RMO's contributing to the roster.

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"> <li>At the outset of the run, meet with the 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 action plan in consultation with the Consultant</li> </ul>	<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 report on the Registrar 3 months into the run, after discussion between the Registrar and the Consultant responsible.</li> <li>The opportunity to discuss any deficiencies identified during the attachment with the Consultant concerned.</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	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) 10.25	
All other unrostered hours 7.15	
Total hours per week 57.40	

**Salary** The salary for this attachment will be as detailed in a Category **C** run category.