

# RUN DESCRIPTION

<b>POSITION:</b>	Registrar – Public Health Medicine
<b>DEPARTMENT:</b>	Institute for Innovation and Improvement (i <sup>3</sup> )
<b>PLACE OF WORK:</b>	i <sup>3</sup> Building, North Shore Hospital campus
<b>RESPONSIBLE TO:</b>	PHP Research & Innovation
<b>FUNCTIONAL RELATIONSHIPS:</b>	<p>The Registrar will be working as part of the Institute for Innovation and Improvement, Waitemata DHB, and is expected to maintain functional relationships with:</p> <ul style="list-style-type: none"> <li>• The PHP Research &amp; Innovation (supervising consultant)</li> <li>• The i<sup>3</sup> Director</li> <li>• Other i<sup>3</sup> team members including contract project managers</li> <li>• Other hospital clinicians and staff as applicable to the projects being worked on</li> </ul>
<b>PRIMARY OBJECTIVE:</b>	Delivery of agreed project outcomes
<b>RUN RECOGNITION:</b>	Recognised as a training position for the Faculty of Public Health Medicine (RACP) vocational training programme
<b>RUN PERIOD:</b>	Variable. Usually either 6 or 12 months

## Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Project Duties</b>	<ul style="list-style-type: none"> <li>• Under the supervision of the Trainer, complete project tasks as identified in the relevant project planning document (Tp4)</li> </ul>
<b>Service Work</b>	<ul style="list-style-type: none"> <li>• Attend the weekly team meeting</li> <li>• Attend and participate in the bi-weekly Learning Forum</li> <li>• Provide advice/assistance to other team members in areas of expertise</li> </ul>

## Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
<b>Protected Time</b>	<p>The Registrar will attend monthly the:</p> <ul style="list-style-type: none"> <li>• Regional Training Days (usually Tuesdays)</li> <li>• Registrar-organised Training Days (usually Tuesdays)</li> <li>• National Training Days as notified by the Faculty</li> </ul>
<b>Training and Development of Other Staff</b>	<ul style="list-style-type: none"> <li>• The Registrar will assist/participate as appropriate with training programmes and department seminars.</li> </ul>

<i>Nature</i>	<i>Details</i>
<b>Study Leave</b>	<ul style="list-style-type: none"> <li>As provided for in the MECA</li> </ul>

### Section 3: Roster

<i>Hours of Work</i>
<p><u>Ordinary hours of work:</u></p> <p><b>08:00 - 16:00</b> Monday to Friday Ordinary hours</p> <p>There is provision for a small number of additional hours per week to allow for workload – see Section 5.</p>

### Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"> <li>Performance will be assessed by the nominated supervisor.</li> <li>Performance will be assessed and discussed at formal meetings in line with AFPHM guidelines</li> <li>If deficiencies are identified, the Consultant will identify these with the Registrar and together discuss how they may be corrected.</li> <li>The Regional Director of Training (AFPHM) will be available to discuss problems and progress if required</li> </ul>	<ul style="list-style-type: none"> <li>The service will be appraised as part of the Faculty review of placements on the appropriate form (Tp5)</li> </ul>

### Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours (Mon-Fri) 40	
Rostered additional hours (inc. nights, weekends & long days) 0	
All other unrostered hours 0	
Total hours per week 40	

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