

RUN DESCRIPTION

POSITION:	Registrar – Histo / Cytopathology
DEPARTMENT:	Surgical Pathology Unit, Surgical & Ambulatory Services
PLACE OF WORK:	North Shore Hospital
RESPONSIBLE TO:	The Consultants within the Surgical Pathology Unit
FUNCTIONAL RELATIONSHIPS:	Cover is provided by consultants in the event of reduced registrar numbers
PRIMARY OBJECTIVE:	To provide trainees with the necessary experience and instruction in anatomical pathology, utilising RPCA guidelines. Additional aims include development of communication skills with clinicians, colleagues and ancillary staff and fostering a commitment to lifelong learning and enquiry.
RUN RECOGNITION:	This position is a recognised training position for FRCPA qualification.
RUN PERIOD:	4 Months

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<ul style="list-style-type: none"> • Clinical Duties 	<p>1. CYTOLOGY/HISTOLOGY: Registrars are rostered on a week on/week off basis for each discipline ie: one week rostered on cytology, following week rostered on histology. This allows ample time for reading around cases and relevant work up with immunos, special stains, etc.</p> <p>The registrar rostered on cytology will attend image guided FNA's, perform free hand FNA's when required and report the cytology and cell block slides in conjunction with the attending pathologist (initials as per request form).</p> <p>Reporting: There should be continuous communication with assigned reporting pathologist (initials as per request form) so that turnaround times are maintained. Cases should be thoroughly and competently described (macro and micro) with a logical diagnosis prior to being discussed in double headed sessions with the reporting pathologist – do not leave reported slides in pathologist in-tray without discussion.</p>

<i>Area</i>	<i>Responsibilities</i>
	<p>2. CUT UP REQUIREMENTS:</p> <p>When cut up is fully staffed:</p> <ol style="list-style-type: none"> 1. The registrar on histology will cut up big specimens allocated to them either by the pathologist on duty or pathologist assistant. 2. Registrars must perform cut up of assigned/allocated specimens in the morning, except on Friday due to registrar teaching.
• Other Duties	<ol style="list-style-type: none"> 1. MDM ATTENDANCE: Registrars are required to attend and/or present their reported cases in as any clinic-path MDM's as possible, one is the minimum. A list of all the MDM's is displayed in the registrar's office. 2. JOURNAL CLUB: This is held on the first Tuesday of each month at 11am. Registrars are to review and present relevant articles from the latest Applied Immunohistochemistry and Molecular Morphology journal. Verbal presentations have to be relevant, useful/informative and no more than 5 minutes long. 3. AUDIT AND RESEARCH: Trainees are encouraged to participate in clinico-pathological audits, supervised by a pathologist. Research projects are also encouraged. 4. RCPA QAP: The Unit participates in the following diagnostic modules of the RCPA QAP: General, Breast, Gynaecology, Urology, Dermatopathology, Oral and Maxillofacial and non-gynae cytology. Trainees are encouraged to participate in all modules.
• Administration	<p>LEAVE DURING ROTATION:</p> <p>Annual and conference leave should be submitted to the clinical director at the beginning of the run – first come first served basis. NB: Requested leave will be taken under consideration along with pathologist assistants planned leave to ensure there is adequate cut up cover.</p>

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	<ul style="list-style-type: none"> • The registrars may be required to assist in teaching sessions for clinical medical staff and other health care employees. • Registrars assist in the teaching of medical students in undergraduate laboratory classes and on occasional tutorials
Study Leave	<ul style="list-style-type: none"> • All employees in their second and subsequent years of service shall be entitled to five days medical education leave in each full year of service (and additional 5 days study in the years they sit part 1 and part 11), accumulative up to a maximum of 30 days. Leave may only be used for College approved courses and study. Extra leave may be negotiated with clinical head if registrars are presenting a paper. Taking the leave is dependent on the service requirement being met and approval will not be unnecessarily withheld.

Section 3: Roster

Hours Of Work	Monday to Friday 8am-5pm
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Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>Performance will be assessed by a nominated Consultant who will usually be the Consultant the Registrar works with.</p> <p>Performance will be assessed, and discussed at formal meetings at the beginning of the attachment and again at three months and six months. If deficiencies are identified, the Consultant will identify these aspects, and together discuss how they may be corrected.</p> <p>The Registrars career progress will be supervised by a Consultant, who may be different from the nominated Consultant above.</p>	

Section 5: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours	45.0	Rotations
Rostered additional hours (inc. nights, weekends & long days)	n/a	
All other unrostered hours		
Total hours per week	45 – 49.9	

Salary

The Salary for this attachment will be as detailed in a Category E run.