



## **RUN DESCRIPTION**

<b>POSITION:</b>	<b>Fellow – Paediatrics</b>
<b>DEPARTMENT:</b>	Paediatrics
<b>PLACE OF WORK:</b>	Waitakere and North Shore Hospitals and other sites within the Auckland Region where WDHB delivers child health services
<b>RESPONSIBLE TO:</b>	Clinical Director Child health and Operations Manager - Child Women and Family services.
<b>FUNCTIONAL RELATIONSHIPS:</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Patients and whanau, family and caregivers of patients</li> <li>• Clinical Director</li> <li>• Service Manager</li> <li>• Other medical staff</li> <li>• Nursing Staff</li> <li>• Allied Health staff</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• University Staff</li> <li>• GPs</li> <li>• External Agencies</li> <li>• Royal Australasian College of Physicians</li> <li>• Paediatric Society of New Zealand</li> </ul>
<b>PRIMARY OBJECTIVE:</b>	<ul style="list-style-type: none"> <li>• To provide effective general paediatric services to the community serviced by Waitemata District Health Boards as required to meet service delivery requirements.</li> <li>• To participate in the professional and quality assurance activities required of medical staff.</li> <li>• To provide cover for registrars when on annual, sick or other leave as an integral member of the General Paediatric Team.</li> </ul>
<b>RUN RECOGNITION:</b>	The run is recognised by the Royal Australasian College of Physicians as accredited for advanced paediatric training subject to site visit when operational.
<b>RUN PERIOD:</b>	6 months or 1 year

### **Section 1: Responsibilities**

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical Duties &amp; Work Schedule</b>	<p><b>May include any aspect of general paediatrics and Level 2 neonatal medicine</b></p> <ul style="list-style-type: none"> <li>• Outpatient assessment and management</li> <li>• Management of acute paediatric patients referred to the Paediatric inpatient service.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• Management of babies referred to the Newborn Service at Waitakere and North Shore Hospitals.</li> <li>• Management of acute paediatric patients referred by the Emergency Departments at Waitakere and North Shore Hospitals for acute assessment.</li> <li>• Behavioural and developmental Paediatrics.</li> <li>• Contributes to the development of population based strategies that support improved health outcomes for the children of the community</li> </ul> <p><b>On Call duties</b></p> <ul style="list-style-type: none"> <li>• May be at North Shore or Waitakere Hospitals.</li> <li>• When on call or working as a result of being on call, the Fellow will supervise and lead primary health and junior staff who are working as members of the General Paediatric team.</li> </ul>
<b>Administration</b>	<p><b>Management and Administration</b></p> <ul style="list-style-type: none"> <li>• The Fellow will cooperate with medical colleagues and other health professionals in the management of the service to ensure that resources are used efficiently and patient stays in hospital are not unnecessarily prolonged.</li> </ul> <p><b>Professional Education and Research</b></p> <ul style="list-style-type: none"> <li>• The Fellow will be expected to maintain evidence of competence in Advanced Paediatric Life support and Neonatal Life Support.</li> <li>• The Fellow will conduct a research project during the tenure of the position under the supervision of a Paediatrician.</li> </ul>

## Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
<b>Additional Continuing professional development programme</b>	<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• The Fellow will be expected to participate in the General Paediatric Quality Assurance plan.</li> </ul> <p><b>Performance Review</b></p> <ul style="list-style-type: none"> <li>• The Fellow will participate in performance review with the Supervisor.</li> </ul>
<b>Non clinical responsibilities include recognition of Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992</b>	<ul style="list-style-type: none"> <li>• Company health and safety policies are read and understood and relevant procedures applied to their own work activities</li> <li>• Workplace hazards are identified and reported, including self management of hazards where appropriate</li> <li>• Can identify health and safety representative for area</li> </ul>

### Section 3: Cover

#### *Other Resident and Specialist Cover*

Each Fellow will have a supervisor allocated.

The Fellow will be first on call on the consultant roster for all acute shifts. There will be a supervising consultant on site able to give immediate back up for the fellow covering the PEDU, Neonatal and Rangitira ward between the hours of 0800-1600 Monday to Sunday. At all other times there will be a consultant on call, immediately available by cell phone, and a FACEM onsite.

All community and ambulatory activity will be supervised by a consultant

The rostered hours of work are considered to be 0800-1630 hours Monday to Friday. The Fellow is expected to be available on site during these hours, unless rostered to off site clinical or non-clinical activities.

### Section 4a: Roster

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Week 1	C	P	P	Z	C	x	x
Week 2	W	W	W	W	W	x	x
Week 3	C	C	N/C	S	S	D	D
Week 4	S	S	S	C	N/C	x	x
Week 5	E	C	C	P	P	x	x
Week 6	C	C	E	C	E	x	x
Week 7	C	C	C	C	N/C	P	P
Week 8	Z	C	C	E	E	x	x

### Section 4b: Roster Key

P	Evening 1600-2400 (onsite) and then on call 0000-0800hrs	1600-2400h
C	Outpatient clinic days (half or full day clinics) – check Master SMO & RMO roster for location.	0800-1630h
C	All Day outpatients	0800-1630h
E	Emergency / Acute Paediatrics	0800-1630h
W	Ward	0800-1630h
S	SCBU	0800-1630h
D	Weekend Day- Ward, SCBU, Emergency.	0800-1630h
x	Day Off	
N/C	non-clinical day	0800-1630h

## Section 5: Performance appraisal

<i>Fellow</i>	<i>Service</i>
<p><i>The Fellow will:</i></p> <ul style="list-style-type: none"> <li>• Ensure they arrange a formal meeting with their supervising consultant to assess and discuss their performance at the beginning of the attachment, and three monthly if the run is for a year and in 2 months ( halfway through the run) for a 4 month run.</li> <li>• If deficiencies are identified, the Consultant will identify these with the Fellow who should implement a corrective plan of action under the advice of their Consultant.</li> </ul>	<p><i>The service will provide:</i></p> <ul style="list-style-type: none"> <li>• an initial meeting with a nominated Consultant (who will usually be the designated supervisor) and Team Leader to discuss goals and expectations for the run, review and assessment times, and one on one teaching time.</li> <li>• an interim assessment report on the Fellow three (3) months into the run, after discussion between the Fellow, designated supervisor and Team Leader</li> <li>• the opportunity to discuss any deficiencies identified during the attachment. The designated supervisor will bring these to the Fellow's attention, and discuss and implement a plan of action to correct them;</li> <li>• a final assessment report on the Fellow at the end of the run, a copy of which is to be sighted and signed by the Fellow.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours	40.00	The service together with RMO Support will be responsible for the preparation of any rosters.
Rostered additional hours (inc. nights, weekends & long days)	13.29	
All other unrostered hours	0.96	
Total hours per week	54.25	

**Salary:** The salary for this attachment is a Category **D** run.