



**Waitemata**  
District Health Board  
Best Care for Everyone

|                                  |   |
|----------------------------------|---|
| <b>POSITION:</b>                 | <b>Psychiatry Registrar – Waiatarau Acute Adult Inpatient Service</b>   |
| <b>DEPARTMENT:</b>               | Mental Health Services, Waitemata District Health Board   |
| <b>PLACE OF WORK:</b>            | This run description applies to the following locations within Mental Health Services, Waitemata District Health Board:<br><br>Waiatarau Adult Inpatient Service (3 Registrar positions)<br><br>This service is based at Waitakere Hospital |
| <b>RESPONSIBLE TO:</b>           | West Locality Service Clinical Director and West Locality Manager (through Team Manager), Mental Health Services, Waitemata District Health Board.  |
| <b>FUNCTIONAL RELATIONSHIPS:</b> | Training Supervisor Psychiatrist<br>Team Leader<br>Multidisciplinary team members   |
| <b>PRIMARY OBJECTIVE:</b>        | Provision of psychiatric assessment and treatment services to the catchment population served by the inpatient services<br><br>Training in acute adult inpatient psychiatry<br>Training in provision of ECT                                 |
| <b>RUN RECOGNITION:</b>          | These runs are recognised by the RANZCP as training positions for Fellowship.<br>These runs are recognised as training in adult acute inpatient psychiatry  |
| <b>RUN PERIOD:</b>               | 6 months  |

## Section 1: Responsibilities

| <i>Area</i>            | <i>Responsibilities</i>   |
|------------------------|---|
| <b>Clinical Duties</b> | <ul style="list-style-type: none"> <li>• Assessment and treatment of persons with or suspected to have psychiatric disorder or severe psychological distress.</li> <li>• Assisting in provision of assessment and treatment for patients in Waitemata District Health Board area after working hours as per the roster.</li> <li>• Extension of training and knowledge of discipline of psychiatry.</li> <li>• Development and implementation of management plans together with clinical team and under the supervision of Consultant Psychiatrists within Waiatarau</li> <li>• Completion of requirements of the Mental Health Act, including conducting assessments and providing notices and other documentation, in accord with designated approval for such activity.</li> <li>• Participation in family meetings and conferences, and in family or group therapy where appropriate.</li> <li>• Supervision and training of House Surgeons attached to the team and assistance in their orientation.</li> <li>• Assessment of patients medical condition, including taking appropriate history and completing physical examination, arranging appropriate investigations, and monitoring results of tests and in consultation with supervising psychiatrist, patient's General Practitioner and other specialist medical practitioners as necessary.</li> <li>• Trainees will receive additional training in provision of ECT and will contribute to a roster of registrars responsible for delivery of this treatment, under supervision of consultant psychiatrists.</li> <li>• Liaison with other health professionals including GPs re continuity of care.</li> <li>• Provision of medical certificates and liaison with other agencies (eg DSW or ACC) as appropriate in respect of patient care.</li> <li>• Take enquiries from GPs, other health professionals, caregivers, and service users when on duty.</li> </ul> <p>Undertaking rostered after hours and weekend registrar duties in Waitemata District Health Board area under supervision of on-call consultant, as per roster.</p> |

| <i>Area</i>           | <i>Responsibilities</i>  |
|-----------------------|--|
| <b>Administration</b> | <ul style="list-style-type: none"> <li>• Maintenance of comprehensive documentation in clinical files, including <ul style="list-style-type: none"> <li>➢ letters to other health professionals or agencies regarding assessments and treatment progress</li> <li>➢ timely discharge summaries/letters</li> <li>➢ medication orders, including prescriptions, medication updates and reasons for changes</li> </ul> </li> <li>• Completion of any special documentation or database entry of health information as required by the Unit Consultant or Manager.</li> <li>• Participation in weekly team case conferences.</li> <li>• Follow up laboratory and other investigations as necessary, using electronic systems and other records as appropriate</li> <li>• Check and attend to email correspondence on your Waitemata DHB email account in a timely manner</li> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines (see footnote<sup>1</sup>):</li> <li>• If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support office or Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty.</li> <li>• In consultation with the Clinical Director, assist with operational research in order to enhance the performance of the Service;</li> </ul> |

## Section 2: Training and Education

| <i>Nature</i>         | <i>Details</i>  |
|-----------------------|---|
| <b>Protected Time</b> | <ul style="list-style-type: none"> <li>• Attendance of weekly one to one supervision with clinical supervisor, as required by RANZCP.</li> <li>• Participation in the registrar teaching programme, one full day per week during the academic semester [day dependent on training year], as organised by the Regional Training Committee.</li> <li>• Participation in weekly Journal Clubs and Grand Round presentations: <ul style="list-style-type: none"> <li>- Tuesdays, 1330, Level 2, Waimarino, 33 Paramount Drive</li> </ul> </li> <li>• Participation in weekly registrar group meetings <ul style="list-style-type: none"> <li>- Fridays, 0800, Ground Floor, 44 Taharoto Road</li> </ul> </li> <li>• Time will be negotiated on an individual basis to enable preparation to fulfil examination requirements leading to FRZNZCP</li> </ul> |

<sup>1</sup> The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Medical Council believes that the responsibility for obtaining consent always lies with the consultant – as the one performing the procedure, they must ensure the necessary information is communicated and discussed.

Council believes that obtaining informed consent is a skill best learned by observing consultants in the clinical setting. RMOs should not take informed consent where they do not feel competent to do so.

| <i>Nature</i>                                  | <i>Details</i>   |
|--|--|
| <b>Training and Development of Other Staff</b> | <ul style="list-style-type: none"> <li>Assistance in teaching and orientation of House Surgeons, Trainee Interns and medical students when allocated to team.</li> </ul> |

### Section 3: Cover

| <i>Other Resident and Specialist Cover</i>  |
|---|
| <p>There is a North/West/Forensic House Officer on call roster, available as per this Run Description.</p> <p>The 3 Waiatarau Psychiatric Registrars combine with the 26 other North and West Psychiatric Registrars to provide on duty cover over a 24 hour period as per this Run Description. There is also 24 hour Psychiatric Consultant on call cover to provide the necessary vocational specialist support.</p> |

### Section 4: Roster

| <i>Hours of Work</i>   |                  |             |
|--|------------------|-------------|
| Ordinary hours of work   | Monday to Friday | 0830 - 1630 |
| Long day   | Monday to Sunday | 0830-2300   |
| Combined   | Monday to Sunday | 0830 - 2300 |
| Night duty [awake]   | Monday to Sunday | 2245 - 0845 |
| <p>Final year Advanced Trainees may be supported in taking on roles with additional responsibilities consistent with the training requirements of The Royal Australian &amp; New Zealand College of Psychiatrists, to assist with the transition to consultant role once Fellowship obtained. This may include duties after hours on the consultant roster, supported and buddied by the consultant colleague. This will be negotiated and discussed with the Registrar on a case by case basis.</p> |                  |             |

### Section 5: Performance appraisal

| <i>Registrar</i>  | <i>Service</i>  |
|---|---|
| <p><i>The Registrar 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 again at three and six months.</li> <li>If deficiencies are identified, the Consultant will identify these with the Registrar 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 Registrar three (3) months into the run, after discussion between the Registrar, 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 Registrar's attention, and discuss and implement a plan of action to correct them;</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  | 40    |                            |
| Rostered additional hours<br>(inc. nights, weekends & long days) | 11.82 |                            |
| All other unrostered hours                                       | 4     |                            |
| Total hours per week   | 55.82 |                            |

### **Salary**

The Salary for this attachment will be as detailed in a Category C