



RUN DESCRIPTION

POSITION:	Psychiatry Registrar – Administrative, Management and Leadership psychiatry
DEPARTMENT:	Mental Health Services, Waitemata District Health Board
PLACE OF WORK:	This run description applies to the following locations within Mental Health Services, Waitemata District Health Board: Administrative, management and leadership psychiatry, based at 44 Taharoto Road, Takapuna
RESPONSIBLE TO:	Clinical Director Mental Health and Addiction Services, Waitemata District Health Board
FUNCTIONAL RELATIONSHIPS:	Supervising Psychiatrist (Clinical Director) Training facilitator Director of psychiatry registrar training SMT Clinical Governance group members
PRIMARY OBJECTIVES:	Training in administrative, leadership and management psychiatry Provision of psychiatric assessment and treatment services (up to 20% of the time commitment)
RUN PERIOD:	6 months

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	<ul style="list-style-type: none"> • Assessment and treatment of persons with or suspected to have psychiatric disorder or severe psychological distress, predominantly in the context of a primary care setting. • Provision of clinical guidance and support to Primary Care Liaison nursing roles and to General Practitioners. • Extension of training and knowledge of discipline of psychiatry. • 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. • Participation in family meetings and conferences, and in family or group therapy where appropriate. • Assessment of acute patients physically, and monitoring results of tests, together with House Surgeons and in consultation with other medical practitioners when needed. • Liaison with other health professionals including GPs re continuity of care.

Area	Responsibilities
	<ul style="list-style-type: none"> • Provision of medical certificates and liaison with other agencies (e.g. DSW or ACC) as appropriate, re patient care. • Undertaking rostered after hours and weekend registrar duties in Waitemata District Health Board area under supervision of on-call consultant, as per roster. • The Registrar may be requested by other teams in Waitemata Health mental health services, to assist on urgent cases, within working hours, especially in teams sited closed to the base unit. Assistance in this manner will be discussed and agreed with the Clinical Director.
Service and Quality Improvement Activities	<ul style="list-style-type: none"> • Participate in the regular 'Risk Review' meetings with the Clinical Director, Service Improvement Lead and other senior staff. • Participation in the monthly MHS Group Leadership meeting. • Contribute to reviews of serious incidents and undertake audit activity related to service and quality improvement, as discussed with the Clinical Director. • Participate in other service improvement activity in accord with learning objectives for the attachment. • Lead the development and improvement activity of the teaching programme for House Officers.
Administration	<ul style="list-style-type: none"> • Maintenance of comprehensive documentation in clinical files, including <ul style="list-style-type: none"> ➢ letters to other health professionals or agencies regarding assessments and treatment progress ➢ timely discharge summaries/letters ➢ medication orders, including prescriptions, medication updates and reasons for changes • Completion of any special documentation or database entry of health information. • Participation in team case conferences. • Follow up laboratory and other investigations as necessary, using electronic systems and other records as appropriate. • Check and attend to email correspondence on your WDHB email account in a timely manner. • Obtain informed consent for procedures within the framework of the Medical Council guidelines (see footnote¹). • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support office of Duty Manager directly as well as the Consultant to which the Registrar is clinically responsible in the absent duty. • In consultation with the Clinical Director, assist with operational research in order to enhance the performance of the service.

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	<ul style="list-style-type: none"> Attendance of weekly one to one supervision with clinical supervisor, as required by RANZCP. 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. Participation in weekly Journal Clubs and Grand Round presentations. - Participation in weekly registrar group meetings <ul style="list-style-type: none"> Fridays 08:30am – 09:30am. Time will be given to enable participation in preparation to fulfil the following examination requirements: <ul style="list-style-type: none"> - FRANZCP Part I - FRANZCP Part II
Training and Development of Other Staff	<ul style="list-style-type: none"> Assistance in teaching and orientation of House Surgeons, Trainee Interns and medical students when allocated to clinical team. Provision of guidance and support to other staff with whom there are working relationships, to assist them with further developing their own performance.

Section 3: Cover

<i>Other Resident and Specialist Cover</i>
<p>In the West there is a West/Forensic House Officer on call roster, available as per this Run Description.</p> <p>There is also Psychiatric Registrar on call cover over a 24 hour period as per this Run Description, plus 24 hour Psychiatric Consultant on call cover to provide the necessary vocational specialist support.</p>

Section 4: Roster

<i>Hours of work</i>			
Shift	Day	Hours	Frequency
Ordinary hours	Monday to Friday	0830 - 1630	
Long day	Monday to Sunday	0830 – 2300	Up to 2 long days per 7 day period
Combined Long Day	Monday to Sunday	0830 – 2300	7 long days over 28 weeks
Nights	Monday to Sunday	2245 – 0845	7 nights over 14 weeks
<p>Final year Advanced Trainees may be supported in taking on roles with additional responsibilities consistent with the training requirements of The Royal Australian & 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"> • 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. • 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. 	<p><i>The service will provide:</i></p> <ul style="list-style-type: none"> • 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. • an interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar, designated supervisor and Team Leader • 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; • 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.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours	40	
Rostered additional hours (inc. nights, weekends & long days)	11.82	
All other unrostered hours	4	
Total hours per week	55.82	

Salary: The salary for this attachment is detailed to be a Category C.