

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Laboratory Services Clinical Haematology
PLACE OF WORK:	Middlemore Hospital
RESPONSIBLE TO:	Clinical Head of Haematology and Manager of Laboratory Services, through a nominated consultant
FUNCTIONAL RELATIONSHIPS:	Patients Hospital and community based health care workers, especially hospital medical, laboratory, nursing and clerical staff
PRIMARY OBJECTIVE:	To develop knowledge and skills in laboratory haematology and assist in performing and reporting diagnostic investigations, treatment and support of patients with haematological disorders. Facilitate the interaction of the haematology laboratory and Blood Bank with the clinical services (including clinical haematology and surgery), and external labs
RUN RECOGNITION:	This run is recognised by the RCPA as a training position for specialist qualification
RUN PERIOD:	Four to six months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical	<p>Clinical Duties:</p> <ul style="list-style-type: none"> • Performance of bone marrows (aspirations and trephine biopsies) and lumbar punctures if required, on inpatients and outpatients. • Report haematology test results under the supervision of the reporting haematologist • Clinical liaison with healthcare providers using the haematology laboratory • Participate in the Haematology on-call roster (laboratory and clinical) <p>Laboratory Duties:</p> <ul style="list-style-type: none"> • Medical co-ordination of laboratory tests and the investigation of blood disorders, coagulation abnormalities etc, in patients with haematological and non-haematological diseases (including transfusion related problems)

Area	Responsibilities
	<ul style="list-style-type: none"> • Reporting of bone marrow findings, in conjunction with the laboratory haematologist • Signing out of abnormal blood films, coagulation results and haemoglobinopathy tests usually at the end of the day, but also checking markedly abnormal results from night and weekend duties at the start of the day • The Registrar will undertake laboratory bench work, and is expected to become proficient in routine procedures. Technical skill and knowledge appropriate to the stage of training for FRCPA is required • The Registrar is expected to write up cases or undertake research projects suitable for publication during their attachment <p>Service Delivery Responsibilities and Patient Care:</p> <p>The Registrar will work with the Laboratory Consultant Haematologist, other Haematology Consultants and Clinical Haematology Registrars to provide medical input into the functioning of the laboratory.</p>
Administration	<ul style="list-style-type: none"> • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 1. <i>“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.”</i> 2. <i>“Council believes that obtaining informed consent is a skill best learned by the House Surgeon observing consultants and experienced registrars in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so.”</i> • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or Duty Manager directly as well as the Consultant to which the Registrar is clinically responsible in the absent duty • As an RMO working at CMDHB you will be provided with a Concerto login and CMDHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly

Section 2: Training and Education

Training and Education

The Registrar will be expected to attend and participate in the following educational activities:

- Blood and Journal Clubs when appropriate
- Monday morning Haematology / Radiology Meeting
- Lymphoma Conference when appropriate
- Leukaemia MDM when appropriate
- Regional Registrar Teaching
- Medical Grand Rounds at Middlemore Hospital
- Mortality reviews
- Tuesday MDM meetings
- Tuesday Middlemore Haematology Department Academic Teaching
- Other educational sessions as specified or approved by the Haematologists.

Responsibilities for Training and Professional Education of Other Staff:

The Registrar is expected to contribute actively to the education of medical students, nursing, technical staff and medical staff when requested.

Section 3: Roster

Roster

Ordinary Hours Of Work

The normal hours of work shall be 9 per day between 0800 hours and 1730 hours Monday to Friday.

The Registrar is required to participate in the on-call Haematology roster, and therefore be available by telephone and telepage one night a week, Monday to Thursday inclusive. In addition the Registrar will work one weekend in four from 0800 – 1600 hours on site and on call off site from 1600-2200. The Registrar will only be responsible for the provision of care for the patients in the Haematology service when rostered to weekend shifts. Attendance at the hospital during on-call hours may be necessary to deal with urgent clinical and/or laboratory problems including Ward 2 ward calls. It will be necessary to do ward rounds on weekends and/or public holidays.

Section 4: Cover

Cover

Routine laboratory duties will be covered by SMO staff and registrar relief pool during periods of leave.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will;</i></p> <ul style="list-style-type: none"> • At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time; • Ensure a mid run assessment is completed after discussion between the Registrar and the consultant responsible for them; • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; • Sight and sign the final assessment report provided by the service. 	<p><i>The service will provide;</i></p> <ul style="list-style-type: none"> • An initial meeting between the Consultant and Registrar 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 eight (8) weeks into the run, after discussion between the Registrar and the Consultant responsible for them; • The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Registrar 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 House Officer/Registrar. • Performance will be assessed by the Haematologists using the criteria above and will be discussed at formal meetings at the beginning of the attachment and at three monthly intervals throughout the year. If deficiencies are identified during the attachment the Haematologist will bring these to the attention of the Registrar and discuss how they may be corrected.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
<p>Basic hours (Mon-Fri) 45.0</p>	
<p>Rostered additional hours (inc. nights, weekends & long days) 4.00</p>	
<p>All other unrostered hours(includes time for call back) * 10.74</p>	
<p>Total hours per week 59.74</p>	

Salary: The salary for this attachment will be detailed as a Category **C** run. Call back payments are included within the C run category.

*This may overestimate the unrostered hours as the weekends on site are now included in rostered hours