



## **RUN DESCRIPTION**

<b>POSITION:</b>	<b>Registrar – Obstetrics and Gynaecology</b>
<b>DEPARTMENT:</b>	Women’s Health Service
<b>PLACE OF WORK:</b>	North Shore and Waitakere Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director / Operations Manager, Women’s Health and the service Consultants
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based multi-disciplinary healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the care of Obstetrics and Gynaecology patients in the Women’s Health Service
<b>RUN RECOGNITION:</b>	This run is recognised as a training position for the RANZCOG
<b>RUN PERIOD:</b>	26 weeks

### **Section 1: Responsibilities**

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<ul style="list-style-type: none"> <li>• Be responsible for the assessment and management of patients presenting to and with the Obstetrics and Gynaecology service under consultant supervision; facilitating safe and efficient management of these patients</li> <li>• Carry out duties as rostered during ordinary hours including outpatient clinics and theatre sessions.</li> <li>• When rostered for theatre sessions:               <ul style="list-style-type: none"> <li>○ Assess and consent women admitted for elective gynaecology surgery</li> <li>○ Assist/operate under the supervision of the consultant</li> <li>○ Review patients operated on during ward round and oversee their on-going management, including discharge planning.</li> <li>○ Be involved in the care of patients operated on should they return with post-operative complications and keep up to date with the management plan.</li> </ul> </li> <li>• The Registrar and/or the acute admitting team must ensure the operating consultant is notified of the patient’s re admission.</li> <li>• Attend departmental meetings including maternity case reviews, perinatal mortality meetings, radiology meetings and monthly Obstetrics and Gynaecology CME meetings.</li> <li>• Attend and present at weekly registrar teaching session and journal club meetings.</li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>• When on duty for the Obstetrics Service: <ul style="list-style-type: none"> <li>○ Conduct a daily ward round of birthing suite and antenatal patients</li> <li>○ Be available to assist and answer questions from House Officers regarding postnatal patients and to attend ward review of postnatal patients after hours.</li> <li>○ Be responsible for Lead Maternity Carers (LMC) and Emergency Department consultations and address enquires from other departments and services relating to Obstetrics.</li> <li>○ Keep the consultant and on call team informed about acute admissions where appropriate, particularly in the case of seriously ill patients</li> <li>○ Liaise with the consultant, on call team and theatre team regarding potential acute theatre cases.</li> </ul> </li> <li>• When on duty for Gynaecology Service: <ul style="list-style-type: none"> <li>○ Conduct a daily ward round of gynaecology patients.</li> <li>○ Be responsible for general practitioner (GP) and Emergency Department consultations and address enquiries from other departments and services relating to gynaecology.</li> <li>○ Keep the consultant and on call team informed about acute admissions where appropriate, particularly in the case of seriously ill patients.</li> <li>○ Participate in and supervise patient discharge process, including communication with the GP and other appropriate services and referrals.</li> <li>○ If another service requests a gynaecology consultation, ensure that the patient is seen in a timely manner and the on call consultant is kept informed of the patient's progress and any problems that may arise.</li> <li>○ Liaise with the consultant, on call team and theatre team regarding potential acute theatre cases.</li> </ul> </li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Maintain a satisfactory standard of documentation in all patient files/notes. All written prescriptions and notes must be signed and dated, with a printed name and locator number legibly recorded.</li> <li>• It is the responsibility of the Registrar caring for the patient to ensure all clinical documents are appropriately followed up on and dictations and investigation results are promptly approved.. The Registrar will also assist the SMO to ensure all investigations have been appropriately followed up on to provide a safe service.</li> <li>• If absent due to unexpected circumstances e.g health, bereavement or other, contact the Women's Health Administrator directly. If your message is unacknowledged, call the Women's Health Operations Manager directly and the RMO Support Unit by 0700.</li> <li>• The RMO working at WDHB will be provided with a Concerto login and a WDHB email account which will be used for all work related communication. It is the responsibility of the RMO to ensure this is checked regularly.</li> <li>• The Registrar needs to ensure the daily roster on G: drive and MediRota is reviewed to ensure they are aware of any updates as changes may occur due unexpected sick leave or other service requirements.</li> </ul>

## Section 2: Training and Education

Nature	Details
Protected Time	<ul style="list-style-type: none"> <li>• The Registrar will attend weekly teaching sessions every Tuesday at 0730 to 0830 and Thursday at 0745 to 0815 at North Shore Hospital</li> <li>• The Registrar will attend four weekly CME/M&amp;M meetings on Tuesday at 1000 to 1200</li> <li>• The Registrar will attend monthly Monday 0830 O&amp;G Radiology meetings/CME case presentations</li> <li>• The Registrar will have protected time for Ultrasound teaching sessions and Ultrasound training as per the College requirements.</li> <li>• The on call registrars should attend these teaching sessions wherever duties permit. If this is not possible, as they are on a rotating roster, it will be ensured that they will be given the opportunity to attend one of the two training sessions.</li> </ul>

<i>Nature</i>	<i>Details</i>
Service Improvement Activities	<p>The Registrars will be expected to participate and contribute to as</p> <ul style="list-style-type: none"> <li>• In-service training activities and departmental teaching when requested .</li> <li>• Quality improvement activities and audits</li> <li>• House Officer and Medical Student teaching when required</li> </ul>

### Section 3: Roster:

<b>Hours of Work</b>		
Ordinary Hours	Monday to Friday	0800 - 1600
Long Day	Monday to Friday	0800 – 2230
Long Day	Saturday	0800 – 2230
Long Day	Sunday	0800 - 2030
Night Duty	Monday to Saturday	2200 – 0800
Night Duty	Sunday	2000 – 0800

The ordinary hours of work will be 8 hours per day between 0800 and 1600 Monday to Friday. Night duties will be worked in sets of 4 and 3 consecutive night duties during the run.

There are 10 registrars working on the O&G roster, 3 of which may be allocated to first year Registrars/trainees. The first year Registrars/trainees will be paired with a Senior Registrar chosen by the lead Training Supervisor. . There will also be 2 Relief positions allocated to cover the rostered duties of the Registrars on leave.

In general, no more than 3 weeks of annual leave should be taken in 6 months period. No more than 2 registrars should be on leave except in exceptional circumstances as approved by service manager and clinical director. Application for Medical Education Leave (MEL) are subjected to approval by service manager and clinical director and should be submitted well in advance to facilitate cover. Leave immediately prior to the RANZCOG exams would be preferentially granted to those who are sitting exams.

### Section 4: Performance appraisal

<p>Performance will be assessed by the Registrar’s Training Supervisor. The allocated Training Supervisor will meet with the Registrar within the first four weeks of the run to discuss and update credentialing documents and address any issues from the previous run. Credentialing documents from the Registrars should be accessible for on-call Consultants and team members for review online.</p> <p>The Registrar’s performance will be assessed by summative and formative assessments held at 3 months and 6 months of the run. If deficiencies are identified during the attachment, the Consultant or Training Supervisor will identify these with the Registrar and bring these to the attention of the Lead Training Supervisor as soon as possible. A remedial plan will be made which will be discussed with the Trainee Registrar and realistic expectations and timing to implement changes will be set. Progress will be monitored and formally assessed on a regular basis with feedback from all team members taken into account as necessary.</p>
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## Section 5: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours	40.0	
Rostered additional hours (inc. nights, weekends & long days)	18.73	
All other unrostered hours To be confirmed by a run review	TBC	
Total hours per week excludes unrostered hours which will be confirmed following a run review	58.78	

**Salary** The Salary for this attachment is estimated to be a category **B**  
 → The **Relieving Registrar** positions are classified as a category A+ for salary purposes. =

Total hours fall above the middle of the salary band therefore run will be remunerated as a B run category until the unrostered hours can be confirmed by a run review