

RUN DESCRIPTION

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| POSITION: | Gastroenterology Fellow |
| DEPARTMENT: | Gastroenterology and Hepatology |
| PLACE OF WORK: | Auckland City Hospital and Greenlane Clinical Centre |
| RESPONSIBLE TO: | SCD Gastroenterology |
| FUNCTIONAL RELATIONSHIPS: | Healthcare consumer, Hospital and community based healthcare workers |
| PRIMARY OBJECTIVE: | To provide clinical duties to the Gastroenterology Service at Auckland Hospital. To develop experience in diagnosis and management of adults with gastroenterologic and hepatologic diseases. |
| RUN RECOGNITION: | This run is recognised by the RACP as a training position for specialist qualification |
| RUN PERIOD: | 6 months |

Section 1: Fellow's Responsibilities

| <i>Area</i> | <i>Responsibilities</i> |
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| General | <ul style="list-style-type: none"> • Work closely with medical specialists in provision of assessment and investigations of new patients and follow-ups in outpatient clinics • Undertake diagnostic and treatment procedures appropriate to the subspecialty • Maintain a high standard of communication with patients, patients' families and staff; • Inform consultants of the status of patients especially if there is an unexpected event; • Attend hand-over, team and departmental meetings as required. • Obtain experience in all areas of Gastroenterology and Hepatology, including endoscopy • Develop the skills needed for interpretation and reporting of clinical investigations including 24 hours pH studies, histologic interpretation of biopsies and diagnostic and therapeutic endoscopy. • Provide teaching sessions at both an undergraduate and postgraduate level to enhance management of paediatric gastroenterology patients. |
| Admitting | <ul style="list-style-type: none"> • Assess and admit Gastroenterology patients referred by ED or from the community and other medical and Gastroenterology patients when required. |

| <i>Area</i> | <i>Responsibilities</i> |
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| Outpatients | <ul style="list-style-type: none"> Assess and manage patients referred to outpatient clinics and run the clinics on behalf of senior staff where appropriate. Communicate with referring person following patient attendance at clinics; Arrange and perform outpatients investigations. |
| Administration | <ul style="list-style-type: none"> Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded; At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service; Dictate letters to General Practitioners following outpatient visits in a timely fashion; Obtain informed consent for procedures within the framework of the Medical Council guidelines Participate in quality and audit activities Participate in appropriate activities to assist with continuing education, including attendance at Journal Club meetings, Team seminars, Grand Rounds, Morbidity and Mortality meetings Updates and New Zealand Gastroenterology meetings. |

Section 2: Training and Education

| <i>Nature</i> | <i>Details</i> |
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| <i>Protected Time</i> | <p><i>The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per roster)</i></p> <p>Grand round Thursday 12:00 Department meeting 8:00 Fridays MDM 12:00 Fridays M & M- first Friday of month</p> <p><i>Timing of educational sessions is subject to change</i></p> |
| <p><i>The Fellow is expected to contribute to the education of nursing, technical staff and medical staff when requested</i></p> | |

Section 3: Roster

| <i>Roster</i> |
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| <p>Hours of Work</p> <p>Ordinary Hours: Monday to Friday, 40hrs per week – 8 hours between 7h30 and 17h30. The start and finish time can be negotiated with the department however, will include 8 hours per day between the hours of 0730 and 1730</p> |

Section 4: Cover

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Absence from work due to sickness, annual leave and medical education leave will be covered by other medical staff within the department and/or the work of the Fellow will be cancelled when they are away.

Section 5: Performance appraisal

| <i>Fellow</i> | <i>Service</i> |
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| <p>The Fellow will:</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 • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; | <p>The service will provide,</p> <ul style="list-style-type: none"> • An initial meeting between the Consultant and Fellow to discuss goals and expectations for the run, review and assessment times, and one on one teaching time. • An interim assessment report on the Fellow three (3) months into the run, after discussion between the Fellow and the Consultant responsible for them; • The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Fellow will bring these to the Fellow's attention, and discuss and implement a plan of action to correct them; • 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. . |

Section 6: Hours and Salary Category

| <i>Average Working Hours</i> | <i>Service Commitments</i> |
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| <p>Basic hours (Mon-Fri) 40</p> <p>Rostered additional hours (inc. nights, weekends & long days) 0</p> <p>All other unrostered hours To be confirmed by a run review TBC</p> <p>Total hours per week 40</p> | <p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p> |

Salary The salary for this attachment will be as detailed in a F Category run category.
Falls below mid of salary band therefore remunerated at a category F until confirmed by a run review