

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Cardiology
PLACE OF WORK:	Auckland Hospital
RESPONSIBLE TO:	Clinical Director and Business Manager of Cardiology, through a nominated Consultant.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of Cardiology,
RUN RECOGNITION:	This run is recognised by the RACP as a training position for specialist qualification
RUN PERIOD:	6 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> • Work closely with the team's House Officer, provide supervision and share responsibilities where and when appropriate. • Manage the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Consultant, also organise relevant investigations, ensure the results are followed up, sighted and electronically signed; • Responsible for patient referrals and day to day ward management of patients under their team's care, in consultation with others involved in the care of the patient where appropriate; • Work closely with cardiologists 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.
Admitting	<ul style="list-style-type: none"> • Assess and admit Cardiology patients referred by ED or from the community

Area	Responsibilities
Ward Review	<ul style="list-style-type: none"> • Cardiology Referrals from other departments
On-Call	<ul style="list-style-type: none"> • Resident on-call • Provide advice to and liaise with GP's and other hospital medical staff on Cardiology matters; • Authorise patients to be transferred to and be seen by Cardiology service when appropriate • To attend Code Blue and Code Red calls on Level 3 and 4 as first responder. To receive and attend Code Blue and Code Red calls within Auckland City Hospital including Te Whetu Tawera and Fraser MacDonald Mental Health units as the second team on call.
Inpatients	<ul style="list-style-type: none"> • When allocated ward duties within the service undertake regular examination management of, and updating of management plan of admitted patients for whom the Cardiology service is responsible on a frequency agreed with the clinical director; • Ensure diagnostic / therapeutic procedures are duly booked and follow through with the results • Ensure relevant documents, e.g. discharge summary, medication card and follow-up appointments are given to patient on discharge as necessary. • Ensure weekend plans for patient's management are documented in the notes; • When not on duty on Friday evening or the weekend, inform the on-duty medical staff about patients whose condition requires monitoring and review; • Complete documentation on Friday prior to known or likely weekend discharges.
Outpatients	<ul style="list-style-type: none"> • Assess and manage patients referred to outpatient clinics and run the clinics under supervision of senior staff where appropriate • Arrange and perform outpatient investigations <p>Communicate with referring person following patient attendance at clinics</p>
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; • Be responsible for certifying death and complete appropriate documentation; • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service; • Produce electronic discharge summaries on patients that are discharged by their team and letters to General Practitioners following outpatient visits in a timely fashion; • 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>

Section 2: Training and Education

- In general: 1-2 outpatient clinics per week. One half day per week holding the on call pagers (or as backup when other registrars on leave). Daily ward rounds.
- Cardiology Trainees will have procedure lists assigned to them depending on which 'run' they are doing.
- Non-Cardiology Trainees are not assigned specific procedure lists but are welcome to attend for orientation by prior arrangement and if it does not interfere with in/outpatient commitments. Each non-cardiology trainee will be rotated through CCU, ward 31 and cardiology ward referral registrar positions during their 6 month attachment.

<i>Nature</i>	<i>Details</i>																								
<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> <ul style="list-style-type: none"> • Orientation at the beginning of the run • Academic activities <p>Most activities run for about 11 months of the year, they take place in the department conference room. Please attend these meetings on time (1hr sessions, journal club is ½ hr)</p> <table border="0"> <tr> <td>Monday</td> <td>8.00am</td> <td>Pacing and EP meeting (optional)</td> </tr> <tr> <td>Tuesday</td> <td>7.30am</td> <td>Cardiology Registrar Teaching (sponsored)</td> </tr> <tr> <td>Wednesday</td> <td>8.00am</td> <td>Cardiosurgical seminar</td> </tr> <tr> <td>Wednesday</td> <td>9.15am</td> <td>Cardiology Seminar</td> </tr> <tr> <td>Thursday</td> <td>8.00am</td> <td>Pathology conference</td> </tr> <tr> <td>Thursday</td> <td>8:30am</td> <td>Journal club</td> </tr> <tr> <td>Friday</td> <td>8.00am</td> <td>Transplant meeting (optional)</td> </tr> <tr> <td>Friday</td> <td>5.00pm</td> <td>Journal club (sponsored) – not every week</td> </tr> </table> <p>Each registrar is required to present a minimum of one seminar, one journal club, and one pathology session every six months. The subject matter and presentation should be discussed beforehand with your supervising cardiologist. Designated trainees will be responsible for rostering for the above presentations.</p>	Monday	8.00am	Pacing and EP meeting (optional)	Tuesday	7.30am	Cardiology Registrar Teaching (sponsored)	Wednesday	8.00am	Cardiosurgical seminar	Wednesday	9.15am	Cardiology Seminar	Thursday	8.00am	Pathology conference	Thursday	8:30am	Journal club	Friday	8.00am	Transplant meeting (optional)	Friday	5.00pm	Journal club (sponsored) – not every week
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<p><i>The Registrar is expected to contribute to the education of nursing, technical staff and medical staff when requested</i></p>																									

Section 3: Roster

<i>Roster</i>
<ul style="list-style-type: none"> • There are ten Cardiology Registrars that contribute to the roster. There is a consistent workload for 8 Registrars Monday – Friday. • After hours call: There is one registrar on duty 1700-2200 weekdays. On weekends there is one registrar on duty from 0800-2200 and one registrar from 0800-1600. There is one registrar on duty overnight duty from 2200-0800. • Rostered After Hours call: 1:5 weekdays, 1:5 night duty (with a 4/3 night split), 1:5 weekend days.

Section 4: Cover

<i>Roster</i>
<ul style="list-style-type: none"> • There are three fellows and one MOSS that work within the service and provide cover for night and weekend duties when the Registrars are not rostered. • There will be a SMO available onsite between the hours of 0800 and 1700 and available on call offsite between the hours of 1700 and 0800.

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 • after any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; 	<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 three (3) months 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 Registrar.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	<ul style="list-style-type: none"> The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	18.1	
All other unrostered hours To be confirmed by a run review	TBC	
Total hours per week	58.10	

Salary: The salary for this attachment is detailed at a Category **B**.

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