



## RUN DESCRIPTION

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

### Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>• Work closely with the team's House Officer, provide supervision and share responsibilities where and when appropriate.</li> <li>• 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 signed;</li> <li>• 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;</li> <li>• Work closely with medical specialists in provision of assessment and investigations of new patients and follow-ups in outpatient clinics</li> <li>• Undertake diagnostic and treatment procedures appropriate to the subspecialty</li> <li>• Maintain a high standard of communication with patients, patients' families and staff;</li> <li>• Inform consultants of the status of patients especially if there is an unexpected event;</li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>Attend hand-over, team and departmental meetings as required.</li> </ul>
<b>Admitting</b>	<ul style="list-style-type: none"> <li>Assess and admit Gastroenterology patients referred by ED or from the community and other medical and Gastroenterology patients when required by the attached roster</li> </ul>
<b>On-Call</b>	<ul style="list-style-type: none"> <li>When On Call, be available on long-range locator to attend the hospital within 1 hour.</li> <li>Advise to and liaise with GP's and other hospital medical staff on Gastroenterology matters;</li> <li>Authorise patient to be transferred to and be seen by to the Gastroenterology service when appropriate</li> </ul>
<b>Inpatients</b>	<ul style="list-style-type: none"> <li>When allocated ward duties within the service undertake regular examination management of, and updating of management plan of admitted patients for whom the team is responsible on a frequency agreed with the clinical director;</li> <li>Ensure x-rays are organised for weekly team radiology session;</li> <li>Ensure relevant documents, e.g. discharge summary, medication card and follow-up appointments are given to patient on discharge as necessary.</li> <li>Ensure weekend plans for patient's management are documented in the notes;</li> <li>When not on duty on Friday evening or the weekend, inform the on-duty medical staff about patients whose condition requires monitoring and review;</li> <li>Complete documentation on Friday prior to known or likely weekend discharges.</li> </ul>
<b>Outpatients</b>	<ul style="list-style-type: none"> <li>Assess and manage patients referred to outpatient clinics and run the clinics on behalf of senior staff where appropriate</li> <li>Communicate with referring person following patient attendance at clinics;</li> <li>Arrange and perform outpatients investigations</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>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;</li> <li>Be responsible for certifying death and complete appropriate documentation;</li> <li>At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service;</li> <li>Dictate discharge summaries on patients that are discharged by their team and letters to General Practitioners following outpatient visits in a timely fashion;</li> <li>Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <li><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></li> <li><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></li> </ol> </li> </ul>

## Section 2: Weekly Schedule

### Registrar A (inpatients – alternates monthly with Registrar B)

- Covers:
  - Ward
  - References
  - GP call
- Does one clinic at GCC for follow up
- Attends scope lists as time permits at ACH and attend training list

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.					Ward Rounds & X-ray Pathology meetings
p.m.		Clinic GCC	Training endoscopy list at GCC		

### Registrar B (Outpatients – alternates monthly with Registrar A)

- 3 Clinics
- 3 Scope
- Takes GP calls Tuesday and Wednesday afternoons

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Clinic GLH	Admin ERCP	Endoscopy GLCC	Clinic GLCC	Ward Rounds & X-ray Pathology meetings
p.m.	Clinic GLH		Clinic	Training endoscopy list at GCC	

### Section 3: Training and Education

<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"><li>• Orientation at the beginning of the run</li><li>• Department meeting 8:00</li><li>• Grand round Thursday 12:00</li></ul> <p><i>Timing of educational sessions is subject to change</i></p>
<p><i>The Registrar is expected to contribute to the education of nursing, technical staff and medical staff when requested</i></p>	

### Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<p>Registrars are required to be on duty between 0800 to 1700 Monday to Friday inclusive. They are also required to participate in a 5 person call roster that will require each registrar to do call one weekend in 5 and for 1 or 2 evenings to 11pm each week in the Gastroenterology and Hepatology services.</p> <p>Registrars also participate for the 6 months of their run in a Medical Subspecialty duty roster. The registrars will be required to work 2 sets of nights, Monday to Thursday and Friday to Sunday 2200-0800, during the 6 months of the run.</p> <p>When on night duty the registrar will be responsible for duties both in the Medical Specialities and General Medicine, these duties will be shared between the Medical Registrars on duty and will involve admissions and ward duties.</p>

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> <li>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</li> <li>after any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> </ul>	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> <li>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.</li> <li>an interim assessment report on the Registrar three <b>(3)</b> months into the run, after discussion between the Registrar and the Consultant responsible for them;</li> <li>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;</li> <li>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.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.0	<ul style="list-style-type: none"> <li>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</li> </ul>
Rostered additional hours (inc. nights, weekends & long days)	5.68	
All other unrostered hours To be confirmed by a run review	TBC	
Total hours per week	45.68	

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

On call-call back will be remunerated in addition as per the NZRDA MECA.

Unrostered hours are expected to be above 8hrs therefore the run will be remunerated as a D run category until the unrostered hours can be confirmed by a run review.