

RUN DESCRIPTION

POSITION:	Junior / Non-SET Registrar Plastic Surgery
DEPARTMENT:	Auckland Regional Centre for Plastic Reconstructive & Hand Surgery, New Zealand National Burn Centre Plastic Surgery Department, Middlemore Hospital
PLACE OF WORK:	Middlemore Hospital
RESPONSIBLE TO:	Service Manager through their supervising consultant, Departmental and Clinical Head of Plastic Surgery.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Department of Plastic Service.
RUN PERIOD:	6 Months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	<ul style="list-style-type: none"> The Registrar is responsible for day to day management of ward patients and for supervising the work of a House Officer, with whom they will organise the investigation and management of inpatients (acute and elective) under the care of the Department. This may include the occasional Paediatric ORL patient admitted post operatively to Kidz First. The Registrar will be available to attend Consultant ward rounds and will have a current knowledge of the progress of inpatients under their care. When on call, the Registrar will answer calls by GPs about patients and arrange to assess them as necessary. The Registrar will attend rostered outpatient clinics promptly and see outpatients at their scheduled appointment times. Outpatients not previously seen in the Department will be discussed with a Consultant Surgeon. The Registrar must attend all rostered theatre sessions. Clinical skills, judgement and knowledge are expected to improve during the attachment. You should receive beginning, mid and end run assessment from your team consultants, it is your responsibility to follow this up with them. Registrars are expected to do minor surgery in LAOP theatre and ED according to credentialing and list roster and operate on acute and elective patients within their competence to do so.
Handover	<ul style="list-style-type: none"> RMO's who are post-acute need to ensure that they attend handover. If also required to do a ward round, normally starting at 0730, the Registrar should request to present their cases first and handover to someone senior to direct

<i>Area</i>	<i>Responsibilities</i>
	questions if required, enabling to get to their rostered ward round duties.
Acute admitting	<ul style="list-style-type: none"> When on call, the Registrar will answer calls by GPs about patients and arrange to assess them as necessary, support the house officer with ED admissions and be back up for Senior Registrar in theatre and House officer on the ward.
Administration	<ul style="list-style-type: none"> Legible notes will be written in patient charts on admission and whenever management changes are made. (May be delegated to a House Officer). The Registrar will arrange bookings for admission after discussion with the Consultant. The Registrar will participate in surgical audits and enter patient data. The Registrar is responsible for collating final diagnosis and coding and ensuring that all investigative results sighted, acted on and signed off.

Section 2: Training and Education

Education	<ul style="list-style-type: none"> Through example and supervision the Registrar will actively contribute to the education of House Officers. The Registrar may occasionally be requested to teach other health care workers. The Registrar will attend all teaching sessions, if possible. There will be a minimum of 4 hours educational sessions per week for the Registrar. A formal one hour teaching session is held from 0700 - 0800 on Thursdays and Friday mornings.
Research	<ul style="list-style-type: none"> A research project may be undertaken during the attachment subject to approval by the Supervisor Plastic Training and Head of Department.

Note: dates and times for the sessions above may change. There is a minimum of 4 hours per week medical learning, which includes the weekly tutorial, journal club and pathology session.

Section 3: Roster

Roster

There are 18 Plastic Surgery Registrars and 2 Plastic and Orthopaedic Hand Registrars. This includes:

- 8 Plastics SET Trainees and 1 Ortho-Hand SET Trainee
- 8 Plastics non-SET Registrars, 1 Ortho-Hand non-SET Registrar,
- 1 night reliever and 1 leave reliever.

- Of the 11 non-Set positions, 8 registrars are required to cover the long day and night roster. This leaves 3 positions available to cover after hour duties. Two are specifically allocated to night and relief cover for both day time and after hour leave cover. An additional registrar is available to support long day and night cover, however allocated to a permanent team. This provides additional relief capacity but reduces the unattractive nature of relief by being allocated to a home team. Therefore in addition to the allocated relievers there is additional relief capacity built into the roster.

Non SET trainees will on average be rostered 3-4 weekend sets consisting of 1x Saturday long day and 1x Sunday Long day (i.e. a total of 6-8 weekend shifts) and a maximum of 28 nights per 6 month roster. In addition Registrars will be rostered to approximately 1x weekday long day per week.

The ordinary hours of work are 0730-1600. Teaching sessions on Thursdays and alternate Fridays commence at 0700. Following the double long day weekend, Registrars will be rostered to a half day on Monday from 0730-1130

RMO's are expected to cover Saturday Ward Rounds, this is shared amongst Set & Non Set registrars and organized amongst the Registrars. . There are a number of unrostered hours included in the run category to cover such occurrences.

Hours of Work

Ordinary Hours 0730 – 1600 Monday – Friday (if on call day Thursday or Friday handover is at 0700)

Acute Call Long Day 0730 – 2230 Monday – Friday

Acute Call Long Day 0730 – 2200 Saturday and Sunday

Night Duty 2200 – 0800 Monday – Sunday Short Day 0730 – 1130 Monday

Section 4: Cover:

Other Resident and Specialist Cover

Applications to take annual leave are approved on a "first-come-first-served" basis, but allocated as fairly as possible. Applications should be submitted as early as possible to the Clinical Head of Department in order to facilitate cover arrangements. Cover for annual leave is provided within the department.

Sick leave of short duration is covered within the department as far as is practical.

Education leave to attend conferences or for study and exam purposes is granted in accordance with the provisions of the collective employment contract. Applications for education leave must be submitted to the Clinical Head of Department well in advance, to facilitate cover arrangements.

Section 5: Performance appraisal

The Registrars work performance will be assessed by a nominated Consultant Surgeon using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at 3 months and 6 months. If deficiencies are identified during the attachment the Consultant Surgeon will bring these to the Registrar's attention, and discuss how they may be corrected.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	The Service, together with NRA RMO Support, will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	17	
All other unrostered hours	11.1	
Total hours per week	68.1	

Salary: The salary for this attachment is detailed at a Category A, this will be confirmed by a run review.