



# RUN DESCRIPTION

<b>POSITION:</b>	<b>Senior General Surgical Registrar and Fellows</b>
<b>DEPARTMENT:</b>	General Surgery & Trauma
<b>PLACE OF WORK:</b>	Auckland Hospital/Greenlane Clinical Centre
<b>RESPONSIBLE TO:</b>	Clinical Director and Service Manager of General Surgery and Trauma through a nominated Consultant Surgeon.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumers and hospital based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of General Surgery and Trauma
<b>RUN RECOGNITION:</b>	This run is recognised as a training position (either basic or advanced) for specialist qualification.
<b>RUN PERIOD:</b>	6 months

## Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<p>Day to day management of ward and facilitation of communication between members of multidisciplinary team and GP's</p> <ul style="list-style-type: none"> <li>Assess patients who are referred to the service for admission including taking a history, performing a physical examination and formulating a management plan and discuss with Consultant as appropriate. Assessment should take place as soon as possible after notification of the arrival of a new patient. If delays are anticipated this task maybe delegated.</li> <li>See assigned patients on a daily basis (Monday to Friday). Including Saturday and possibly Sunday ward rounds.</li> <li>Attend ward rounds when current knowledge of the progress of all patients under the team's care is expected.</li> <li>Implement (or delegate) treatment plans of assigned patients (including ordering and following up of any necessary investigations) under the supervision of the Consultant.</li> <li>Follow Departmental or Unit guidelines and protocols that may exist for the</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<p>management of particular conditions.</p> <ul style="list-style-type: none"> <li>• Prescribe medications and fluids as directed by the Senior Registrar and/or Consultant.</li> <li>• Perform required procedures and seek supervision of consultant where appropriate.</li> <li>• Participate in weekly Pre-admission clinics as required by the Consultant</li> <li>• Organise, attend and participate in any Multidisciplinary Team Meeting or Radiology Conference scheduled for the surgical team.</li> <li>• Ensure that patients are adequately prepared for surgery according to Consultant requirements.</li> <li>• Perform acute and elective operating lists as required under supervision of Consultant.</li> <li>• Liaise with other staff members, departments and General Practitioners in the management of the patients.</li> <li>• Perform outpatient clinics as required under supervision of Consultant. Outpatients not previously seen by the service or who are to be discharged, will be discussed with a Consultant.</li> <li>• Perform Ward consultations as required with appropriate management and follow up. To discuss all inpatient assessments with the Consultant.</li> <li>• Clinical skills, judgement and knowledge are expected to improve during the attachment.</li> <li>• Liaise with House Surgeons and ensure that they are performing their duties to a required standard and are receiving adequate assistance.</li> <li>• Attend patient handovers as appropriate particularly early morning and at end of long day shift. Also attend team and departmental meetings as required.</li> <li>• Maintain a high standard of communication with patients, families and staff about patients' illnesses and treatment.</li> <li>• Inform consultants of the status of patients, especially if there is an unexpected event</li> <li>• Ensure relevant documents, e.g. discharge summary, including follow-up arrangements are despatched in a timely fashion as agreed by the Clinical Director.</li> <li>• Ensure management plans for patients are appropriately documented.</li> <li>• Arrange for appropriate cover of Team's patient when not on-call for evening and weekend by satisfactory handovers with other registrars.</li> </ul>
<b>Admitting</b>	<ul style="list-style-type: none"> <li>• Assess and admit General Surgery patients referred by ED or from the community or from other units within Auckland hospital when required by the attached roster.</li> </ul>
<b>Ward Review</b>	<ul style="list-style-type: none"> <li>• Review patients in other wards when required by attached roster.</li> </ul>
<b>Acute Call</b>	<ul style="list-style-type: none"> <li>• When on acute call, be available within hospital to attend calls as soon as possible.</li> <li>• When on acute call respond to General Practitioner calls, arranging assessment as necessary.</li> <li>• Authorise patients to be transferred to and be seen by to the General Surgery</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<p>service when appropriate.</p> <ul style="list-style-type: none"> <li>• Liaise with Consultant and the Senior Registrar as required</li> <li>• When on call, respond to requests by Nursing Staff and other members of Medical Staff to assess and treat inpatients under the care of other teams. This will require the Registrar to prioritise tasks. Conflicts in prioritisation can be resolved by discussion with the Duty Manager and Consultant.</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 service is responsible on a frequency agreed with the Clinical Director.</li> <li>• Ensure images are available for ward rounds and inspection at other times as required.</li> <li>• Ensure relevant documents, e.g. discharge summary, including follow-up arrangements are despatched in a timely fashion as agreed by the Clinical Director.</li> <li>• Ensure management plans for patients are appropriately documented.</li> <li>• Arrange for appropriate cover of Team's patient when not on-call for evening and weekend by satisfactory handovers with other registrars.</li> </ul>
<b>Outpatients</b>	<ul style="list-style-type: none"> <li>• Assess and manage patients referred to outpatient clinics with appropriate support from senior registrar and consultant as required.</li> <li>• Communicate with referring person following patient attendance at clinics. A letter to the patient's General Practitioner must be dictated after each outpatient visit.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Keep adequate and legible records in accordance with the hospital requirements and good medical practice, including dictation of discharge summary as appropriate. Entries to be Clinical Record will be made daily on weekdays and whenever management changes are made. All entries should be dated, timed and signed with name, title and contact details.</li> <li>• Complete Admission to Discharge planners and Clinical Care Pathways currently used by the surgical team.</li> <li>• The use of problem lists, result flowcharts and Weekend Care Plans are encouraged.</li> <li>• Discharge summaries will be dictated on complex patients and out of catchment referrals within 48 hours of discharge.</li> <li>• Discharge coding and audit forms will be completed within 5 days of discharge.</li> <li>• Liaise with nurses and Allied Health staff regarding investigations, management and discharge.</li> <li>• Participate in the Department of Surgery Audit process by completing the Audit forms.</li> <li>• The Registrar is responsible for referral of patient deaths to the Coroner's Office in compliance with Company Policy and medico-legal requirements.</li> <li>• The Registrar is responsible for the completion of death certificates for patients who have been under their care, although this may be delegated to a House Officer.</li> <li>• A letter to the patient's General Practitioner will be dictated after each Outpatient Visit.</li> <li>• Results of investigations will be sighted and signed before they are filed in the</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<p>patient's chart.</p> <ul style="list-style-type: none"> <li>• At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service.</li> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <li>1. "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."</li> <li>2. "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.</li> </ol> </li> </ul>

## Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
<i>Protected Time</i>	<ul style="list-style-type: none"> <li>• Perform bedside teaching of medical students as directed by Consultant.</li> <li>• Present topic teaching on behalf of the Surgical Team to groups of medical students as required.</li> <li>• Present at Grand Rounds and other educational forums.</li> </ul> <p>The following clinically related educational activities will be included as part of the normal duties of the position. Unless rostered for acute admitting or required for medical emergency, the RMO is expected to attend:</p> <ol style="list-style-type: none"> <li>(a) Orientation Sessions at the start of the run</li> <li>(b) Surgical Grand Round</li> <li>(b) Medical Science Lecture</li> <li>(c) Medical Grand Round</li> <li>(d) Weekly formal RMO In-service teaching sessions (refer individual teams for date/times)</li> <li>(e) Monthly Audit Meetings</li> </ol>
<p><i>The Registrar is responsible for Post Graduate and Under Graduate Nurse Teaching and supervision of same and responsible for teaching General Surgery House Surgeons and Trainee Interns</i></p>	

Registrars are encouraged to undertake a research project during the attachment. Initial submission of the project for approval will be to the Clinical Director, General Surgery. There is encouragement to present at Hospital, local and international surgical meetings

### Section 3: Cover

#### *Other Resident and Specialist Cover*

- There will be 3 Senior Registrars and 5 Fellows that contribute to the Senior Registrar weekends and long days.
- In addition there are 6 Junior team Registrars that contribute to the General Surgery roster working weekday long days and weekends and 1 General Surgery night rotator who covers the day duties of the Registrar on nights/sleep days. There are also 5 relieving Registrars who cover the leave for the General Surgery, Vascular and Urology services. In General Surgery, relievers can cover the day duties of both Junior or Senior Registrars, however, can only cover the Junior Registrar after hours.
- A Junior SET (SET 1 or 2) may be allocated to the Junior Registrar roster. They will be rostered to 1 set of nights (7 nights) over a 26 week run which is less than the maximum number of nights for SET trainees outlined by RACS. If allocated to the Junior roster the Junior SET trainee will be remunerated in line with the Junior Registrar run category.
- Consultants will be available by telephone, cell phone or telepage, on call to attend the hospital within 20 minutes.
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### Section 4: Roster

#### *Roster*

*Roster*

- The ordinary hours of work will be 8.5 hours per day between 0730 hours and 1600 hours Monday to Friday (unless otherwise specified within the run description). In addition, Registrars will be rostered to:
- Weekday Long Days 0730 – 2230 (1:8 frequency)
- Weekend Long Days 0800 – 2230 (1:8 frequency)
- Every day of the week including the weekend there will be two Registrars rostered on a long day (one Junior and 1 Senior Registrar). There will be 2 Registrars rostered to nights.
- **RMO's may be asked to attend Saturday Ward Rounds. There are a number of unrostered hours included in the run category to cover such occurrences. If Registrars are asked by the service to work an unrostered Sunday ward round this will be paid as additional duties.**

### Section 4: 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 teaching.</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 teaching.</li> <li>• An interim assessment of 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 5: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	The Service, together with RMO Support Unit, will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	10.19	
All other unrostered hours (including Saturday ward rounds)	13.86	
Total hours per week	64.05	

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

There are a number of unrostered hours included within the salary category for Saturday ward rounds. If Registrars are asked by the service to work an unrostered Sunday ward round this will be paid as additional duties.