

RUN DESCRIPTION

POSITION:	Registrar – Paediatric Reliever
DEPARTMENT:	Paediatric Reliever
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Manager, through a nominated Consultant/Physician.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers.
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Paediatric Service.
RUN RECOGNITION:	This run is recognised by the Royal Australasian College of Physicians.
RUN PERIOD:	4 months

Section 1: Registrar’s Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Acute Call Responsibility	<ul style="list-style-type: none"> While on call the acute Paediatric Medical Registrar phone and Paediatric Resus pager are held. The Medical Registrar on acute call is available to advise on children in CED. The decision to admit a child is made by the Medical Registrar on acute call. On hand over of admissions from the emergency department, full and appropriate clinical notes and the ongoing management are the responsibilities of the medical registrar on call. If a child is referred to the Medical registrar on acute call from CED and the Registrar feels that admission is not appropriate they will review the child in CED and suggest an alternative plan with the CED staff. Review of medical admissions to PICU.
Clinical Responsibility	<ul style="list-style-type: none"> Responsibilities will change from week to week depending to what services the reliever has been assigned that week. This reliever position is to cover registrar leave, night shifts, rostered days off and clinical administration days. The Paediatric services covered by this reliever include Cardiology, Respiratory, Oncology, Endocrinology, Gastroenterology, Neurology, Infectious disease/Immunology, Renal, Child Protection (Te Puaruruhau) and General Paediatrics. When not assigned to a service for relief cover during ordinary hours, relievers are

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> • Any rostered duties which fall outside of ordinary hours will be given with at least 14 days notice. • The reliever will take on the responsibilities of the registrar they are covering and include all patients under and referrals to that Paediatric medical service. • Daily ward rounds and reviewing the above patients. • Attend outpatient clinics. • Implement management and treatment for the above patients. • Arrange appropriate investigations and ensure follow up of results. • Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature. • Weekend plans will be formulated and in place. • Perform required procedures as necessary. • Liaise with other staff members, departments and health professionals in the management of patients. • Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved. • On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor. • All the above duties will be in conjunction with junior house staff and the consultant responsible for that patient. Where appropriate the registrar will supervise junior staff and help them with problems as needed. The Registrar will discuss with the consultant as needed and over difficult diagnostic or management areas.

Section 2: Training and Education

<i>Training and Education</i>
<p>There is a minimum of 2 hours per week medical learning, which includes the following:</p> <ul style="list-style-type: none"> • Paediatric Update, Big rangitoto room (level 3), Wednesdays 0800 – 0900 • Registrar Teaching Henley room CEC every 4 weeks on Wednesdays 1300 – 1700 • FRACP part 1 teaching (for written exam candidates), Thursdays 1500 – 1700 • Starship Grand Round, Big rangitoto room (level 3), Fridays 1300 – 1400

Section 3: Roster

Other Resident and Specialist Cover

The Paediatric Sub-Speciality Relievers will relieve the Paediatric the sub-specialty services. The hours of work of the Paediatric Registrars are as follows:

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| • Ordinary hours | Monday to Friday | 0800 - 1700 |
| • Long days on site | Monday to Friday | 0800 - 2230 |
| • Long days on call off site | Monday to Friday | 1700 - 2230 |
| • Night Duty | Monday to Sunday | 2200 - 0800 |
| • Weekend ward round on site | Saturday and Sunday | 0800 – 1700 |
| • Weekend ward round on call off site (following ward round) | Saturday and Sunday | 1700 – 2230 |
| • Weekend long day on site | Saturday and Sunday | 0800 – 2230 |
| • Clinical Administration day | Monday to Friday | 0800 - 1700 |

Winter roster: ward call shifts 1000-2230 at weekends

Each Registrar contributing to the roster will be rostered up to two sets of RDO's not abutting a weekend free of duty per four month rotation.

All Paediatric Registrars will be allocated two clinical administration days per four month rotation.

Section 4: Cover

Other Resident and Specialist Cover

There are 11 subspeciality Paediatric Registrars

- 2 Cardiology Registrars
- 2 Respiratory Registrars
- 2 Oncology Registrars
- 1 Endocrinology Registrar
- 1 Gastroenterology Registrar
- 1 Neurology Registrar
- 1 Infectious Diseases/Immunology Registrar
- 1 Renal Registrar
- There is one Child Protection Registrar, four General Paediatric Registrars, one Consult Liaison Registrar and one Outpatient Clinic Registrar
- There are six Paediatric Registrar Relievers who will cover the duties of the Registrars on leave, night duties, sleep days rostered days off (RDO) and clinical administration days.
- The General Paediatric Registrars will provide internal cover for the Registrar/s on leave, nights and clinical administration days.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>The Registrar will:</p> <ul style="list-style-type: none">• At the outset of the run meet with their assigned supervisor/s 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 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 half way through 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

Summer Roster

Average Working Hours		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	-1.78	
Rostered additional hours	14.36	
All other unrostered hours	2.00	
Total Hours	54.58	

Salary: The salary for this attachment will be detailed as a Category A run.

Extended Winter Roster

- Starting mid-July until mid-October (12 weeks total) extra hours are rostered for the expected increased winter work load.
- During winter there will be two registrars on duty to cover acute call from 1700 to 2230 during the week
- One extra registrar will also be rostered on duty for ward rounds 1000 to 2230 over the weekend.

Average Working Hours		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	-2.67	
Rostered additional hours	15.73	
All other unrostered hours	3.00	
Total Hours	56.06	

Salary: The salary for this attachment will be detailed as a Category A run.