

# Run Description

<b>POSITION:</b>	Registrar - Paediatric Ambulatory and Inpatient Care
<b>DEPARTMENT:</b>	Kidz First, CMDHB
<b>PLACE OF WORK:</b>	SuperClinic, CMDHB outreach localities and Kidz First Children's Hospital.
<b>RESPONSIBLE TO:</b>	General Manager, Kidz First, through the Clinical Leaders KF Outpatient Care and Inpatient Care.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Paediatricians,, Nursing colleagues, Nurse specialists, Allied health providers and Child and Youth providers and healthcare consumers.
<b>PRIMARY OBJECTIVE:</b>	<p>To provide ambulatory and inpatient paediatric clinical services.</p> <p>To gain competence in outpatient assessment and management of referred patients</p> <p>To provide timely and clear communication with primary care</p> <p>To gain competence in paediatric inpatient management.</p>
<b>RUN RECOGNITION:</b>	Auckland Paediatric Vocational Training Committee, RACP (Basic and advanced training)
<b>RUN PERIOD:</b>	4 or 6 Months

## Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General Clinical</b>	<ul style="list-style-type: none"> <li>• The registrar will be responsible for the care of paediatric outpatients at scheduled paediatric clinics.</li> <li>• The registrar will follow Kidz First Outpatient Care processes. The registrar will provide clinical support to the SuperClinic Module staff</li> <li>• The registrar may be available for G.P. phone consultations and advice, Monday - Friday, usual working hours.</li> <li>• The registrar will be rostered on for a week of inpatient ward service followed by 2 weeks of clinic weeks.</li> <li>• The registrar will work a weekend frequency of 1:3 Responsibilities on ward weeks and weekends include::             <ul style="list-style-type: none"> <li>a] The registrar will provide care for paediatric inpatients on Kidz First Medical Care and Kidz First Surgical Care.</li> <li>b] The registrar will assess and manage paediatric patients in the Kidz First Emergency Care.</li> <li>d] The registrar will provide phone consultations for GPs and other health professionals who call Kidz First.</li> <li>e] The registrar will, on referral, assess and provide advice on paediatric patients in Kidz First Surgical Care and ICU who are under the care of other teams.</li> </ul> </li> <li>• The registrar will liaise with other health care professionals as appropriate.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• The registrar will have a responsibility to provide support and advice to parents.</li> <li>• Clinical skills and judgement are expected to improve during the attachment.</li> </ul>
<b>Clinical Administration</b>	<ul style="list-style-type: none"> <li>• The registrar will ensure there is a detailed handover at any change of duties.</li> <li>• Appropriate written and dictated notes will be made whenever necessary.</li> <li>• The registrar will have responsibility for following up any investigations ordered.</li> <li>• Other administrative paperwork such as database maintenance or death certificates will be completed as required.</li> </ul>

## Section 2: Training and Education

<i>Details</i>
<p>In accordance with the RACP requirements for basic and advanced physician trainees.</p> <p>Each registrar will be assigned to a consultant supervisor, who will be their nominated supervisor and assist in developing learning objectives for the run and provide guidance and training through regular meetings and tutorials. Individualised educational objectives for each registrar will be arranged with the registrar's supervisor at the beginning of the run.</p> <p>The registrar will have on average 4 hours each week to attend education sessions or follow up clinical cases. The education sessions available are voluntary, and should be discussed with the registrar's supervisor at the start of the run. During the ward rotation sessions include:</p> <ul style="list-style-type: none"> <li>• Weekly Paediatric Teaching – Kidz First seminar room, 0815- 9:00 Friday mornings.</li> <li>• X-ray Conference - Middlemore Hospital,</li> <li>• Paediatric Updates and Starship Grand Rounds.( via videoconference link)</li> <li>• Clinical supervision provided directly and indirectly through the Emergency Care Department and Paediatric Inpatient ward rounds.</li> <li>• Teaching sessions are run by Auckland University Department of Paediatrics for trainees sitting the FRACP exam - Thursday afternoons 3 pm. (Linked by Videoconference to Kidz First)</li> <li>• Mortality and morbidity monthly meetings.</li> </ul> <p>During the outpatient weeks community paediatric teaching is available Tuesday morning.</p> <p>The registrar will be expected to contribute to the training of Medical students, Nursing and allied health staff. All Kidz First Outpatient clinics and inpatient ward rounds will be supervised by a consultant.</p>

## Section 3: Roster

<i>Roster</i>
<p><b>Weekdays:</b></p> <p>Normal day                      0800 – 1600 or 0830 - 1630</p> <p><b>Weekends/Public holidays as rostered:</b></p> <p>Long day                         0800 – 2300</p> <p>Short day                         0800 - 1630</p> <p>Extra duties may be worked as required.</p>

## Section 4: Cover

### *Other Resident and Specialist Cover*

A relieving registrar, as well as locum registrars and MOSS', are employed to cover annual leave for the inpatient service. Annual leave cover is allocated on a "first come first served" basis and applications for leave should be submitted as early as possible. We can not guarantee more than 2 weeks annual leave per 4 month rotation and 3 weeks per 6 month rotation. Longer periods may be agreed to after consultation with the clinical director or his/her delegates.

Absence from work due to sickness will be covered by other medical staff within the service e.g. consultants or locums.

In general outpatient clinics will be cancelled for annual leave. It will be the registrars responsibility to ensure outstanding results and investigations are appropriately actioned while on leave.

## Section 5: Performance appraisal

### *Performance*

Performance will be assessed by a nominated Paediatrician. Performance will be assessed based on the above criteria and other relevant performance measures which will be discussed at formal meetings held at a maximum of two monthly intervals. If deficiencies are identified during the attachment the paediatrician will bring these to the registrar's attention and discuss how they may be rectified.

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	
RDO Hours	-2.67	
Rostered additional hours (inc. nights, weekends & long days)	8.50	
All other unrostered hours	2.00	
Total hours per week	47.83	

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