

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Mana Awhi / Older Peoples Health (OPH)
PLACE OF WORK:	Auckland City Hospital/Greenlane Clinical Centre/Community
RESPONSIBLE TO:	Clinical Director through a nominated Consultant Physician
FUNCTIONAL RELATIONSHIPS:	Healthcare consumers, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of Reablement Services
RUN RECOGNITION:	This run is recognised by the RACP as a training position for specialist qualification
RUN PERIOD:	6 months

Section 1: Registrar's Responsibilities

Area	Responsibilities
General	<ul style="list-style-type: none"> Work closely with the team's house officer, provide supervision and share responsibilities where appropriate. 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 and ensure the results are followed up, sighted and electronically signed; 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; Work closely with medical and nursing staff in provision of assessment and investigations of new patients and follow-ups in outpatient clinics Undertake diagnostic and treatment procedures appropriate to the service. Maintain a high standard of communication with patients, patients' families and staff; Inform consultants of the status of patients especially if there is an unexpected event; Hand-over patient management at end of day to on-call medical staff. Attend team and departmental meetings as required.
Admitting	<ul style="list-style-type: none"> Assess and admit Mana Awhi patients referred by ED or from the community and other medical

Area	Responsibilities
	and medical subspecialty patients when required by the attached roster
On-Call	<ul style="list-style-type: none"> • On weekend days review selected Reablement Services and orthopaedic inpatients daily (by ward round) • See and manage patients presenting to the ward acutely for assessment. • Discuss with the on duty acute call house officer all acute admissions/assessments performed by the house officer. • Provide advice to and liaise with GP's and other hospital medical staff on Mana Awhi Health matters; • Authorise patients to be transferred to and be seen by the Reablement service when appropriate
Inpatients	<ul style="list-style-type: none"> • 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 at least a daily basis when rostered to be at work; • Ensure x-rays are organised for weekly team radiology session; • Ensure relevant documents, e.g. discharge summary, medication card and follow-up appointments are given to patient on discharge as necessary. • Ensure weekend plans for patients' management are documented in the notes; • When not on duty inform the on-duty medical staff about patients whose condition requires monitoring and review; • Complete documentation on Friday prior to known or likely weekend discharges. • Perform timely inpatient Reablement Services consultations to other teams including APU.
Outpatients	<ul style="list-style-type: none"> • Assess and manage patients referred to outpatient clinics and run the clinics on behalf of senior staff where appropriate. • Communicate with referring person following patient attendance at clinics; • Arrange and perform outpatient investigations • Discuss all outpatient consultations with a consultant and <u>document this in the patient letter</u> • Undertake one session of domiciliary visiting per month and discuss outcome and documentation with the appropriate consultant.
Administration	<ul style="list-style-type: none"> • 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; • Be responsible for certifying death and complete appropriate documentation (This may be delegated to the House Officer); • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service; • Dictate or write discharge summaries on patients that are discharged by their team and letters to General Practitioners following outpatient visits in a timely fashion; • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ul style="list-style-type: none"> 1. <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> 2. <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>

Section 2: Training and Education

Nature	Details
Protected Time	<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"> • Orientation at the beginning of the run • Physicians Grand round each Thursday 12pm to 1pm • Weekly unit teaching seminars Monday 12:30-1:30pm • Teaching sessions on Wednesday 1pm to 5pm for FRACP examination (if appropriate) • Advanced trainees – four hours per week as required for pursuing advanced education, including advanced training sessions, project work, and journal club. <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 3: Cover:

<i>Other Resident and Specialist Cover</i>
<p>There is a consistent workload Monday to Friday (ordinary hours) for 11 Registrars and daily staffing numbers will be maintained at this level. Only where numbers fall below that level will cover or additional remuneration be provided.</p> <p>All Basic Trainee Registrars may rotate through a period of relief for 6-9 weeks. During this time, they will cover RDOs, nights, sleep days and (at times) leave for the other reablement Registrars. During this period the Registrar will be paid at 2 categories above those in team positions.</p> <p>The ordinary hours of work are 0800 – 1600 Monday to Friday. In addition the Registrar will also contribute to the after hours roster, providing cover for the following shifts:</p> <ul style="list-style-type: none"> - Weekday long days Monday to Friday in Mana Awhi 0800-2230 - Weekday long days Monday to Friday in medical admitting 0800-2230 (0800-1600 Mana Awhi 1600-2230 admitting) If there is an unplanned uncovered vacancy in the MAna Awhi long day shift this will be covered by the Mana Awhi registrar on a long day for medical admitting and the vacancy will shift to medicine. - Weekend long days in reablement 0800-2230 (1 in 12 frequency) - Medical services night roster 2 sets of weekend nights (Friday to Sunday 2200-0800) over 26 weeks <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. When on medical admitting long day duties the Registrar will support admissions for the Medicine department as a whole.</p> <p>One Registrar will be allocated as the Community Registrar, they will be based at Greenlane Clinical Centre and Auckland City Hospital with the expectation that they will be required to work in the community. Please note the Registrar allocated to the Community position must hold a full driver's license.</p> <p>Consultants are available by telephone and can attend the hospital within 30 minutes.</p>

Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> • 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 • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; 	<p><i>The service will provide,</i></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 three (3) months into 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 5: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>										
<table> <tr> <td>Basic hours (Mon-Fri)</td> <td style="text-align: right;">40.0</td> </tr> <tr> <td>RDO Hours</td> <td style="text-align: right;">-1.33</td> </tr> <tr> <td>Rostered additional hours (inc. nights, weekends & long days)</td> <td style="text-align: right;">10.14</td> </tr> <tr> <td>All other unrostered hours To be confirmed by a run review</td> <td style="text-align: right;">TBC</td> </tr> <tr> <td>Total hours per week</td> <td style="text-align: right;">48.81</td> </tr> </table>	Basic hours (Mon-Fri)	40.0	RDO Hours	-1.33	Rostered additional hours (inc. nights, weekends & long days)	10.14	All other unrostered hours To be confirmed by a run review	TBC	Total hours per week	48.81	<ul style="list-style-type: none"> • The Service, together with RMO Support Unit will be responsible for the preparation of any Rosters.
Basic hours (Mon-Fri)	40.0										
RDO Hours	-1.33										
Rostered additional hours (inc. nights, weekends & long days)	10.14										
All other unrostered hours To be confirmed by a run review	TBC										
Total hours per week	48.81										

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

Total hours fall above the middle of the salary band therefore run will be remunerated as a D run category until the unrostered hours can be confirmed by a run review.

For the period the registrar is allocated to relief, the salary will be remunerated two categories above at a category B run.