

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Dermatology
PLACE OF WORK:	Auckland Hospital/ Greenlane Clinical Centre
RESPONSIBLE TO:	Clinical Director and Business Manager of Dermatology through a nominated Consultant
FUNCTIONAL RELATIONSHIPS:	Healthcare consumers, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Dermatology service
RUN RECOGNITION:	This run is recognised by the RACP as a training position for specialist qualification
RUN PERIOD:	12 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<p>.</p> <p>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 signed;</p> <p>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;</p> <p>Work closely with medical specialists in provision of assessment and investigations of new patients and follow-ups in outpatient clinics</p> <p>Maintain a high standard of communication with patients, patients' families and staff;</p> <p>Inform consultants of the status of patients especially if there is an unexpected event;</p> <p>Attend hand-over, team and departmental meetings as required.</p> <p>The registrar will be available to attend consultant ward rounds and outpatient clinics and will have a current knowledge of the progress of inpatients and outpatients under their care.</p> <p>The registrar will undertake dermatological surgical procedures under guidance from</p>

Area	Responsibilities
	consultants.
Admitting	Assess and admit Dermatology patients referred by ED or from the community and other medical and medical subspecialty patients when required by the attached roster
On-Call	<p>When on call, the registrar will answer calls by GP's and inpatient referrals about patients and arrange to assess them as necessary.</p> <p>Authorise patients to be transferred to and be seen by the Dermatology service when appropriate</p>
Inpatients	<p>When allocated ward duties within the service undertake regular examination management of, and updating of management plan of admitted patients for whom the Dermatology service is responsible on a frequency agreed with the clinical director;</p> <p>Ensure relevant documents, e.g. discharge summary, medication card and follow-up appointments are given to patient on discharge as necessary.</p> <p>The Registrar will undertake dermatological surgical procedures under guidance from consultants.</p> <p>Ensure weekend plans for patient's management are documented in the notes;</p> <p>When not on duty on Friday evening or the weekend, inform the on-duty medical staff about patients whose condition requires monitoring and review;</p> <p>Complete documentation on Friday prior to known or likely weekend discharges.</p>
Outpatients	<p>Assess and manage patients referred to outpatient clinics and run the clinics on behalf of senior staff where appropriate</p> <p>Communicate with referring person following patient attendance at clinics;</p> <p>Arrange and perform outpatient investigations</p>
Administration	<p>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; Legible notes will be written in patient charts, and whenever patients are reviewed.</p> <p>A letter to the patient's G.P will be written after their discharge from hospital, after the first outpatient consultation and whenever changes in outpatient management occur.</p> <p>The registrar is responsible for the completion of death certificates for patients who have been under their care.</p> <p>Obtain informed consent for procedures within the framework of the Medical Council guidelines which state:</p> <ol 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: Weekly Schedule

4 weekly rotations in the following timetables

REG A	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Ward	Ward	Ward	Dermpath Ward Med Science lecture 1100 and Grand Round	Ward
p.m.		Clinic	Clinic		CME

REG B	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Surgery	Surgery		Dermpath Med Science lecture 1100 and Grand Round	Surgery/Clinic
p.m.	Clinic		Paeds or Biopsy clinic	Pigmented lesion clinic	CME

REG C	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Clinic		Clinic/Patch clinic	Dermpath Med Science lecture 1100 and Grand Round	Clinic
p.m.	Clinic	Clinic	Paeds or Biopsy clinic	Pigmented lesion clinic	CME/patch clinic

Section 3: 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> <p>Orientation at the beginning of the run</p> <p>Specialty training – medical science lecture and Grand Round</p> <p>Team Seminars as arranged by the medical team</p>

<i>Nature</i>	<i>Details</i>
	Timing of educational sessions is subject to change
<i>The Registrar is expected to contribute to the education of nursing, technical staff and medical staff when requested</i>	

Research

A research project may be undertaken during the attachment subject to approval by the Manager of Ambulatory Services and the Clinical Director of Dermatology Services.

Section 4: Cover for Leave

Absence from work due to sickness or annual leave will be covered by other medical staff within the department and on call commitments will be covered by the other registrars on the roster.

Section 5: 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. • Performance will be assessed by a nominated Consultant Dermatologist. Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at three months and six months. If deficiencies are identified during the attachment, the Consultant Dermatologist will bring these to the registrar's attention and discuss how they may be corrected. • 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

There are three registrar's employed by the Dermatology Department. Registrar's will not be on duty, but will be on call in a one in three roster. When on call, the registrar must not be more than 30 minutes from the hospital. Registrar's are on call on a 1:3 basis from 1600 hours to 0800 hours Monday to Friday, and from 0800 hours on Saturday to 0800 hours on Monday. On call work averages one hour a week.

The ordinary hours of work will be 0800 hours to 1700 hours, Monday to Friday. Additional hours of non-rostered work up to one hour per week may be required during the week days. In addition, Saturday morning ward rounds may be required as call outs.

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.0	<ul style="list-style-type: none"> The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters. *Including Saturday morning ward rounds calculated at 4 hours every second week.
Rostered additional hours (inc. nights, weekends & long days)	10.63	
All other unrostered hours	2.56	
Total hours per week	53.19	

Salary The salary for this attachment will be as detailed as a Category D run category
All call back duties are included within the run category.