

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Dermatology, Medical Services
PLACE OF WORK:	Counties Manukau District including Middlemore Hospital and other related sites.
RESPONSIBLE TO:	Service Manager and Clinical Director through their supervising Consultant(s) and the Clinical Head.
FUNCTIONAL RELATIONSHIPS:	Health care consumers Hospital and community based health care workers
PRIMARY OBJECTIVE:	To facilitate the management of inpatients and outpatients under the care of the Department of Dermatology.
RUN RECOGNITION:	This run is recognised by the RACP as a domain 1 training position for specialist qualification.
RUN PERIOD:	6 or 12 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	<ul style="list-style-type: none"> The Registrar will organise the investigation and management of inpatients under the care of the department, requesting assistance from the Consultant on call when required. The Registrar is expected to ensure their patients are safely and efficiently handed over and to liaise with the other health professionals in the unit to ensure the required level of coordinated care to the patients is achieved and maintained. The Registrar will attend Consultant ward rounds and have a current knowledge of the progress of inpatients under their care. Between 8.00am and 5.00pm Monday-Friday, the registrar will answer calls by GPs and Counties Manukau staff about patients and arrange to assess them if necessary. This may involve urgent assessment in the emergency department or ward if clinic time is not available. The Registrar will maintain a high standard of communication with patients, patients' families and staff. The Registrar will confer at all times with other clinical team members regarding discharge planning and progress of patients. The Registrar will attend rostered outpatient clinics promptly and will endeavour to see outpatients at their scheduled appointment times. Outpatients not previously seen in the Department, or who are to be discharged, will be discussed with a Dermatologist. Notes for outpatient attendances will be electronic (e-notes) which will be entered directly into Clinical Portal.

Area	Responsibilities
	<ul style="list-style-type: none"> • The Registrar will perform a preliminary clinical assessment of inpatients referred to the Dermatology Service, within 48 hours if possible, and discuss these promptly with a Dermatology Consultant. • The Registrar will confer at all times with other clinical team members regarding discharge planning and progress of patients. • Clinical skills, judgement and knowledge are expected to improve during the attachment. • Counties Manukau policies and procedures should be followed at all times.
Administration	<ul style="list-style-type: none"> • The Registrar will send an electronic discharge summary (EDS) or dictate an additional letter to the referrer after patient's discharge from hospital when complexity of diagnosis and management, or results of investigations available after discharge, makes this necessary. • The Registrar is responsible for the accuracy of the principal and secondary diagnoses and treatment/management and procedures performed recorded on the EDS which they have completed. • Legible notes will be written in patient charts on assessment / admission if e-notes are unavailable, and whenever management changes are made. All documentation should comply with Counties Manukau documentation policy. • All instructions (including drugs, IV fluids and instructions for nursing) will be accurately and legibly recorded and legibly signed if e-prescribing is not available. • The results of all investigations will be sighted and signed electronically, then actioned appropriately. The Registrar will refer results to the Consultant where there is uncertainty about the significance of the result. • The Registrar is responsible for the completion of death certificates for patients who have been under their care. • The Registrar will be expected to participate in audit programmes. • A letter will be dictated to the patient's GP with a copy for the patient after each outpatient visit. • Obtain written informed consent for procedures using the CM consent and within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 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." 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." • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or, if after hours the Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty. • As an RMO working at CM you will be provided with a Clinical Portal login and email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly.

Section 2: Training and Education

<i>Education</i>
<ul style="list-style-type: none"> • Teaching is available in dermatology at CM Academic afternoons held on alternate Thursday afternoons and at Auckland Hospital Dermatology Department on Friday afternoons. • Additional histopathology and mycology teaching is to be arranged by the Registrar, as is attendance at related clinics such as Plastic Surgery, Sexual Health, Oral Medicine and Vulval Clinics. <ul style="list-style-type: none"> ○ The CM Consultants are available to assist in this organisation. • The Registrar is expected to attend and contribute to the: <ul style="list-style-type: none"> ○ Monthly combined clinic at Greenlane hospital ○ Three-monthly academic regional meeting at Waikato hospital ○ Yearly CM regional meeting ○ Alternate weekly academic sessions at CM including the journal club • The Registrar will actively contribute to the education of other RMOs including Registrars and House Officers when needed. On occasion, the Registrar may be asked to teach other health care workers and medical students. • There will be a minimum of 4 hours of educational sessions per week which includes specialist Registrar training at Auckland Hospital when clinical duties allow.
<i>Research</i>
<ul style="list-style-type: none"> • A clinical research project will be undertaken during the attachment subject to approval by the Service Manager, Medical Services and the Clinical Head - Dermatology. Quality improvement activities, such as clinical audit, are also encouraged.

Section 3: Roster

<i>Roster</i>		
Hours of work		
Monday to Friday	Ordinary Hours	0800-1700

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 supervisor to discuss goals and expectations for the run, review and assessment times. • Ensure a mid run assessment is completed after discussion between the Registrar and the Consultant responsible for them; • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; • Sight and sign the final assessment report provided by the service. 	<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 six (6) weeks 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;

<i>Registrar</i>	<i>Service</i>
	<ul style="list-style-type: none"> • 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

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	The Service will be responsible for the preparation of any rosters.
Rostered additional hours	5	
All other unrostered hours	1.50	
To be confirmed by a run review		
Total hours per week	46.5	

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