

# RUN DESCRIPTION

<b>POSITION:</b>	Registrar
<b>DEPARTMENT:</b>	Older Adults Service
<b>PLACE OF WORK:</b>	North Shore Hospital
<b>RESPONSIBLE TO:</b>	Assigned Consultant, Clinical Director and Operations Manager within the Older Adults Service.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Consultants and Registrars in the Older Adults, General Medical and Orthopaedic services and others as required. Other members of the multidisciplinary team. Patients and family/whānau.
<b>PRIMARY OBJECTIVE:</b>	To provide assessment, treatment, and rehabilitation of patients under the care of the Older Adults Service, appropriate to the Registrar's level of experience. To provide support and supervision for House Officers.
<b>RUN RECOGNITION:</b>	This run is accredited by the RACP for training in general and geriatric medicine.
<b>RUN PERIOD:</b>	6 months

## Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical Duties &amp; Work Schedule</b>	<ul style="list-style-type: none"> <li>To undertake ward rounds and clinics with allocated Consultant(s) and attend multidisciplinary meetings with other health professionals involved with patient management and discharge planning.</li> <li>Closely monitor medically unstable patients and ensure appropriate handover occurs to the on-call House Officer, Registrar, and Consultant.</li> <li>Attend family meetings as arranged for the patients under their care.</li> <li>Communicate effectively with members of the multidisciplinary team to ensure optimal patient outcomes and timely discharge.</li> <li>Communicate regularly with the supervising Consultant to ensure the provision of safe and effective care.</li> <li>Supervise the duties of the allocated House Officer(s) to ensure that management decisions made about patients are carried out according to best practice principles and guidelines.</li> <li>Daily liaison with House Officer(s) and to be available for consultation if required.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• Undertake a weekly outpatient clinic at NSH. Plus outpatient clinics at Hibiscus Coast if requested.</li> <li>• Undertake domiciliary visits (generally Advanced Trainees only).</li> <li>• Undertake assessments on acute wards as assigned.</li> <li>• Review and/or admit patients from ED/ADU to the Older Adults service when requested.</li> <li>• Assist the Orthogeriatrician with pre- and post-operative assessments when requested.</li> <li>• Be available to receive general practice enquiries regarding admissions or management issues involving older people.</li> <li>• Monitor discharge letters produced by the House Officer(s) to ensure they are an accurate and timely record of care.</li> <li>• Ensure clinical notes are written in a problem orientated manner, when patients are assessed and/or management changes made.</li> <li>• Monitor acceptance of patient results by the House Officer(s) to ensure this occurs in a timely and safe manner.</li> <li>• Participate in the weekly educational programme of the Older Adults service and, when required to do so, take responsibility for a presentation.</li> <li>• Presentation to Grand Round if rostered.</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>• Research opportunities are available in consultation with the Clinical Director. Participation in clinical audit is encouraged.</li> </ul>

<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain a satisfactory standard of documentation in the patient’s clinical record.</li> <li>• Be responsible for certifying death and complete appropriate documentation.</li> <li>• At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service.</li> <li>• Dictate and finalise letters to General Practitioners following outpatient clinics in a timely fashion.</li> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <li>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.”</li> <li>2. “Council believes that obtaining informed consent is a skill best learned by the House Officer observing Consultants and experienced Registrars in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so.</li> </ol> </li> <li>• If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or Duty Manager directly as well as the Consultant to which the Registrar is clinically responsible in the absent duty <b>as soon as possible</b>.</li> <li>• RMOs working at WDHB will be provided with a Clinical Portal login and email account which will be used for all work-related communication. It is the expectation that Registrars check their emails regularly.</li> </ul>
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<i>Area</i>	<i>Responsibilities</i>
<b>Other Duties</b>	<p>After hours duties include cover for the Older Adults Wards, North Shore Hospital shared with the other North Shore Hospital Older Adults Registrars, and participation in the General Medical after-hours roster.</p> <p>On occasion, Registrars may be asked to admit or review acutely unwell patients on the Older Adults ward at Waitakere Hospital on a case-by-case basis on request of the on-call Geriatrician or Clinical Director.</p>

## Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
<b>Protected Time</b>	<p>The Registrar will attend the following teaching sessions (unless attendance is required for an emergency):</p> <ul style="list-style-type: none"> <li>• Medical Grand Round 1230-1330 Tuesdays in Auditorium at Whenua Pupuke, NSH</li> <li>• Prepare, if applicable, for the written and clinical RACP examinations. Teaching is held at 1330 – 1630 on Wednesdays via Zoom. Video conference facilities are available at North Shore Hospital and the expectation is that Registrars preparing for the examinations will attend.</li> <li>• Monthly Morbidity and Mortality meetings on Mondays at 1230-1330.</li> <li>• Friday Neuroradiology Conference at 0830-0900.</li> <li>• Attend and present at Older Adults Monday lunchtime teaching.</li> <li>• Advanced Trainees in Geriatric Medicine are encouraged to attend the monthly Regional Geriatricians Journal Club and monthly Geriatrics Advanced Trainee teaching.</li> <li>• Assist with junior medical staff teaching programmes.</li> <li>• Registrars may be requested to present case summaries and topic reviews.</li> <li>• One afternoon/week of protected teaching time will be provided to advanced trainees.</li> </ul>

### Section 3: Cover

#### *Other Resident and Specialist Cover*

Registrars provide after-hours cover for all Older Adults wards at North Shore Hospital until 2000 weekdays and 1600 weekends, after which time the Older Adults wards are covered by the General and Subspecialty Medicine Registrars.

The Older Adults Rotator Registrar position will cover the rostered days off, nights and sleep days of the other Registrars employed by the Older Adults service at North Shore Hospital.

On weekends rostered to cover Older Adults wards during the day, the Registrar is expected to review ward patients, review and/or admit patients from ED/ADU and liaise with the House Officer on duty about the care of unwell patients.

When the Registrar is rostered onto weekday (Monday to Thursday) night duty they will be responsible for the patients under the care of the Division of Medicine and Health of Older Adult Services. This will occur a no more than 3 sets per rotation.

The Consultant on call must be contacted if there are any problems with which the Registrar needs assistance.

### Section 4: Roster

#### *Hours Of Work*

Ordinary hours:

- Monday to Friday 8.0 hours per day: 0800 – 1600
- Saturday and Sunday 8.0 hours per day: 0800 – 1600 (1:5)
- Monday to Friday evening 4.0 hours: 1600 – 2000 (1:5)
- Nights Monday to Thursday 2200 – 0800:1:8
- NSH Older Adults Advanced Trainee(s) will be rostered to one set of nights over a 26-week run.
- NSH Older Adults Basic Trainee(s) will be rostered to two sets of nights over a 26-week run.

Overnight from 2200 – 0800 there will be a consistent workload across the General Medicine and Medical Specialties:

- A consistent workload for 2 Registrars overnight 2200 – 0800 Monday – Thursday for 15 weeks per run over summer
- A consistent workload for 3 Registrars overnight 2200 – 0800 Monday – Thursday for 11 weeks per run over winter
- A consistent workload for 3 Registrars overnight 2200 – 0800 Friday – Sunday all year

Staffing levels for weekday long days and weekends do not vary in summer and winter and will instead remain consistent across the year.

Cover for leave will be provided by the Older Adults Rotator or Medicine Relief Registrars, in consultation with the Clinical Director. Leave will not be unreasonably withheld, provided safety and service commitments are not compromised.

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> <li>• Ensure they arrange a formal meeting with their supervising Consultant to assess and discuss their performance at the beginning of the attachment, and again at three and six months.</li> <li>• If deficiencies are identified, the Consultant will discuss these with the Registrar who should implement a corrective plan of action under the advice of their Consultant.</li> </ul>	<p><i>The service will provide:</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Interim assessment meeting with the Registrar three (3) months into the run.</li> <li>• 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.</li> <li>• 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.</li> <li>• The Director of Basic Physician Training or Advanced Training will be available to discuss any training related concerns.</li> <li>• Advanced Trainees in Geriatric Medicine will be provided with all reasonable opportunities to fulfill training requirements.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours BASIC TRAINEE</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri between 0800-1700 → 8 hours per day)	40.0	The Service, together with RMO Support Unit will be responsible for the preparation of any Rosters.
RDO Hours	-3.20	
Rostered additional hours (inc. nights, weekends & long days)	10.18	
All other unrostered hours	TBC	
Total hours per week	46.98	

**Salary:** The salary for this attachment is currently remunerated at a Category E

Total hours fall **below** the middle of the salary band therefore the run will be remunerated as an **E** run category until the unrostered hours can be confirmed by a run review.

<i>Average Working Hours ADVANCED TRAINEE</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri between 0800-1700 → 8 hours per day)	40.0	The Service, together with RMO Support Unit will be responsible for the preparation of any Rosters.
RDO Hours	-3.20	
Rostered additional hours (inc. nights, weekends & long days)	8.64	
All other unrostered hours	TBC	
Total hours per week	45.44	

**Salary:** The salary for this attachment is currently remunerated at a Category E

Total hours fall **below** the middle of the salary band therefore the run will be remunerated as an **E** run category until the unrostered hours can be confirmed by a run review.