

RUN DESCRIPTION

| | |
|----------------------------------|---|
| POSITION: | Geriatrics Rotator Registrar |
| DEPARTMENT: | Older Adults Service |
| PLACE OF WORK: | North Shore Hospital |
| RESPONSIBLE TO: | Assigned Consultant, Clinical Director and Operations Manager of the Older Adults Service. |
| FUNCTIONAL RELATIONSHIPS: | Consultants and Registrars in the Older Adults, General Medicine Service and Orthopaedics services and others as required. Other members of the multidisciplinary team. Patients and family/whānau. |
| PRIMARY OBJECTIVE: | 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. |
| RUN RECOGNITION: | This run is accredited by the RACP for basic physician training. |
| RUN PERIOD: | 6 months |

Section 1: Responsibilities

| <i>Area</i> | <i>Responsibilities</i> |
|--|--|
| Clinical Duties & Work Schedule | <ul style="list-style-type: none"> • Undertake ward rounds with allocated Consultant(s) and attend multi-disciplinary meetings with other health professionals involved with patient management and discharge planning. • Closely monitor medically unstable patients and ensure appropriate handover occurs to the on-call House Officer, Registrar, and Consultant. • Attend family meetings as arranged for patients under their care. • Communicate effectively with members of the multi-disciplinary team to ensure optimal patient outcomes and timely discharge. • Communicate regularly with the supervising Consultant to ensure the provision of safe and effective care. • 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. • Daily liaison with House Officer(s) and to be available for consultation if required. |

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

| | |
|------------------------------|---|
| <p>Administration</p> | <ul style="list-style-type: none"> • Maintain a satisfactory standard of documentation in patients’ clinical record. • Be responsible for certifying death and complete appropriate documentation. • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service. • Dictate and finalise letters to General Practitioners following outpatient clinics in a timely fashion. • Obtain informed consent for procedures 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 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. • 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 as soon as possible. • RMOs 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 will check their emails regularly. |
|------------------------------|---|

| <i>Area</i> | <i>Responsibilities</i> |
|---------------------|--|
| Other Duties | <p>After hours duties include cover for the Older Adults Wards at 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> |
|-----------------------|--|
| Protected Time | <p>The Registrar will attend the following teaching sessions (unless attendance is required for an emergency):</p> <ul style="list-style-type: none"> • Medical Grand Round 1230-1330 Tuesdays in Auditorium at Whenua Pupuke, NSH. • 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. • Monthly Older Adults Morbidity and Mortality meetings on Mondays at 1230-1330. • Older Adults Monday teaching at 1230-1330 and present when rostered. • Friday Neuroradiology Conference at 0830-0900 • Assist with junior medical staff teaching programs. • Registrars may be requested to present case summaries and topic reviews. |

Section 3: Cover

| <i>Other Resident and Specialist Cover</i> |
|--|
| <p>Registrars provide after-hours cover for all Older Adults Wards at North Shore Hospital until 2000 weekdays and 1600 weekends, after which time Older Adults wards are covered by the General and Subspecialty Medicine Registrars.</p> <p>The Older Adults Rotator Registrar position will cover all rostered days off, plus some nights and sleep days of the other Registrars employed by the Older Adults service at North Shore Hospital.</p> <p>On weekends rostered to cover Older Adults wards during the day, the Registrar is expected to review patients, review and/or admit patients from ED/ADU to the Older Adults service and liaise with the House Officer on duty about the care of unwell patients.</p> <p>When the Registrar is rostered on 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 maximum of 3 sets per rotation.</p> <p>The Consultant on call must be contacted if there are any problems with which the Registrar needs assistance.</p> |

Section 4: Roster

| <i>Hours Of Work</i> | |
|--|--|
| <p>Ordinary hours:</p> <ul style="list-style-type: none"> • 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) <p>Overnight from 2200 – 0800 there will be a consistent workload across the General Medicine and Medical Specialties:</p> <ul style="list-style-type: none"> • 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 <p>Staffing levels for weekday long days and weekends do not vary in summer and winter and will instead remain consistent across the year.</p> <p>Cover for leave will be provided by the Medicine Relief Registrars, in consultation with the Clinical Director. Leave will not be unreasonably withheld provided safety and service commitments are not compromised.</p> | |

Section 5: Performance Appraisal

| <i>Registrar</i> | <i>Service</i> |
|--|--|
| <p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> • 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. • 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. | <p><i>The service will provide:</i></p> <ul style="list-style-type: none"> • 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. • Interim assessment meeting with the Registrar three (3) months into the run. • 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. • 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. • The Director of Basic Physician Training will be available to discuss any training related concerns. |

Section 6: Hours and Salary Category

In accordance with clause 12.1.2b of the SToNZ MECA, where there are week days completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hours calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per Appendix 3: Transition Provisions – Translation to the Salary Categories in Clause 12 of the SToNZ MECA, where an RMO joins SToNZ and the published roster has weekday RDOs and these will be observed
2. There are week day RDOs as part of the roster

Where this applies the category for the run is set out below

| <i>Average Working Hours (Observing RDOs)</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 (to be confirmed by a run review) | 3.86 | |
| Total hours per week | 50.84 | |

Salary: The Rotator Reliever Registrar performs the duties of the Registrar they are relieving for and will be remunerated at a B category.

| <i>Average Working Hours (not observing RDOs)</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. |
| Rostered additional hours (inc. nights, weekends & long days) | 10.18 | |
| All other unrostered hours (to be confirmed by a run review) | 3.86 | |
| Total hours per week | 54.04 | |

Salary: The Rotator Reliever Registrar performs the duties of the Registrar they are relieving for and will be remunerated at a B category.