

## **RUN DESCRIPTION**

<b>POSITION:</b>	Senior Registrar
<b>DEPARTMENT:</b>	Emergency Department – Adult and Paediatric
<b>PLACE OF WORK:</b>	Middlemore Hospital
<b>RESPONSIBLE TO:</b>	Clinical Head, Emergency Department .
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health Care Users (Patients and Relatives) Health Care Providers (Hospital and Community based)
<b>PRIMARY OBJECTIVE:</b>	To provide timely and effective emergency medical care for patients attending the Emergency Department and enhance registrar experience
<b>RUN RECOGNITION:</b>	Medical Council &/or College recognition
<b>RUN PERIOD:</b>	Six months

### **Section 1: Registrar's Responsibilities**

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<p>Senior Registrars will be appointed by the ED Clinical head from amongst the general registrar allocation provided by the Northern Regional Alliance Vocational Training Committee. The Senior Registrar position is in addition to the existing 18 registrars who work a rotating shift roster</p> <ul style="list-style-type: none"> <li>• The role is designed both to enhance the experience a senior ED trainee gets and to ensure night shifts have enough seniority to meet the needs of CMH patients, and support junior RMO's .</li> <li>• New ACEM training regulations stipulate that a trainee in their final year of training must have an expanded role in the department including supervision of other RMO's, quality assurance and improvement opportunities which this will provide for.</li> <li>• Extra non patient contact time will be rostered to allow for completion of audit and other departmental projects</li> <li>• One of the senior registrars will also take of the role of trainee representative</li> <li>• The trainee representative will be encouraged to attend the monthly SMO meetings and discuss any issues with the clinical head of the ED</li> <li>• Preference will be given to trainees who are or will be in their last year of training.</li> <li>• For registrars not in the last year of training, selection will be by way of CV and structured interview if no suitable final year trainees are available</li> <li>• Minimum requirements to be considered include <ul style="list-style-type: none"> <li>- PYG 6 and above</li> <li>- ACEM training level AT 3 and above</li> <li>- 3 – 6 month ICU or anaesthetic term completed</li> <li>- Ability to supervise, problem solve departmental issues and work well</li> </ul> </li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Routine duties are carried out in the Emergency Department</li> <li>• The Registrar will assess, investigate, and undertake relevant further medical management of patients attending the Emergency Department. This includes effective and appropriate liaison with other health providers to optimise patient management</li> <li>• All Registrars are expected to see the whole range of Emergency presentations and not select patients they are comfortable with managing. Advice and assistance should be sought from the SMO or Fellow to assist in widening the Registrar's scope of practice.</li> <li>• The senior registrar will also be expected to cover the short stay area, participate in shift supervisor reports and senior led triage. There will be one allocated shift in each of these clinical areas: paediatrics, monitoring/resus, short stay and senior led triage as well as one allocated shift supervisor shift every 3 weeks .</li> <li>• Hours of duty are allocated according to a rostered shift system</li> <li>• Rostered Non patient contact time activities will include departmental audit , result sign off and guideline review. Other duties can be negotiated with the clinical head of department</li> <li>• The Registrar is expected to take part in Clinical Audit/Quality Assurance programs within ED.</li> <li>• The Registrar is expected (in the course of their daily clinical work) to assist with the supervision/training of registrars, house officers, trainee interns and other students</li> <li>• On night shifts when acting as the shift supervisor, the registrar will supervise all house officer cases, and junior registrar cases as required. The registrar will also liaise with the ACNM ( charge nurse) of each shift and escalate any concerns to the on call ED SMO. Special note should be made of the traffic light escalation process which mandates a call to the SMO in certain situations</li> <li>• A consultant will be available for consultation at all times, generally in person until 0100 hours; thereafter by phone.</li> <li>• The Registrar shall be responsible for the appropriate "handing-over" (transfer of management) of any patients under their care to a doctor on the next shift.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Legible clinical notes will be written on the appropriate ED charts with regard to every consultation and stage of patient management. This must also include the name of the Doctor, the time the patient is seen, the time of referral or discharge and the disposition of the patient using the computer and entering electronic data.</li> <li>• The Registrar will ensure that a copy of the clinical notes or discharge summary accompanies every patient on their discharge from the Department, and that relevant follow-up arrangements are made.</li> <li>• Where appropriate, the Registrar will provide a prescription for medication and/or relevant certificate regarding work fitness.</li> <li>• The Registrar is responsible for the completion of relevant ACC documentation.</li> <li>• All medico-legal administrative activities will be carried out in consultation with the Clinical Head</li> </ul>

## Section 2: Training and Education

<i>Training and Education</i>	
A senior Registrar when on a DT (teaching day) day will be expected to attend the following educational sessions.	
- Regional teaching	1000 – 1200
- Departmental Registrar teaching	1500 - 1700
- Monthly mortality and morbidity reviews	1430 - 1530
DT shifts will be rostered on a Tuesday 1:3 weeks. Senior Registrars are however also encouraged to attend these sessions when not rostered. The senior registrar will also be welcome to attend any of the SMO teaching on a Tuesday between 1400 – 1500 and participate in the Thursday simulations 0900 – 1000.	

## Section 3: Roster

Roster

Ordinary hours of work are 00h00 to 24h00 every day (7 days per week). There is no call-out.

Standard shifts are :

- Day Shift (D) 0800 – 1800
- Teaching (DT) 0800 – 1800 – mix of non clinical duties, exam and departmental teaching
- Day/Non Clinical (D/NC) 0800 – 1800 – half and half mix of clinical and non clinical duties
- Afternoon (A) 1500 - 0100
- Night (N) 2230 – 0830

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	D	DT	N	N	N		
2				A	A	A	A
3			D/NC	D	D		
4	D	DT	N	N	N		
5				A	A	A	A
6			D/NC	D	D		

Routine duties will be scheduled at least one month in advance.

Senior Registrars are supernumary to the ED Registrar roster which includes 18 Registrar FTE.

## Section 4: Cover

<i>Other Resident and Specialist Cover</i>
Annual leave, study leave and any other planned leave will be covered within the department by the senior doctor pool, with provision for 4 weeks per 6 months of leave. (maximum allowable for training to be counted).
Wherever possible planned leave will not be taken across night shifts with the exception for study leave the week prior to and of any Fellowship written or OSCE exams

## Section 5: Performance appraisal

Service
<p><i>The service will provide:</i></p> <p>Regular ACEM ITA's Regular feedback by way of DEMENT's and SMO's Opportunities for work based assessments</p> <p>Performance will be assessed by the senior medical staff in the Department. If deficiencies are identified during the run, the consultant to whom the Registrar is responsible will bring these to the Registrar's attention, and will discuss how they may be corrected.</p>

## Section 6: Hours and Salary Category

Average Working Hours	Service Commitments
Rostered Hours 40	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
All other unrostered hours (to be confirmed by a run review) TBC	
Total hours per week 40	

**Salary:** The hours of work for this attachment are as detailed for a F category run, however a minimum of a Category C run will apply. Hours will be confirmed by a run review