

# RUN DESCRIPTION

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| <b>POSITION:</b>                 | Registrar (SET)  |
| <b>DEPARTMENT:</b>               | Otolaryngology-Head & Neck surgery   |
| <b>PLACE OF WORK:</b>            | Counties Manukau District Health Board<br>Manukau Super Clinic/ Surgery Centre   |
| <b>RESPONSIBLE TO:</b>           | Service Manager and Clinical Head of ORL   |
| <b>FUNCTIONAL RELATIONSHIPS:</b> | Health care consumers, Hospital and community based health care workers.   |
| <b>PRIMARY OBJECTIVE:</b>        | <ol style="list-style-type: none"> <li>To facilitate the management of patients under the care of the Otolaryngology-Head and Neck service</li> <li>To advance individual knowledge, clinical and surgical skills in the Speciality of Otolaryngology-Head &amp; Neck surgery</li> </ol> |
| <b>RUN RECOGNITION:</b>          | This run is accredited by the Royal Australasian College of Surgeons for the training of Set Surgical Trainees   |
| <b>RUN PERIOD:</b>               | 6 months   |

## Section 1: Registrar's Responsibilities

| <i>Area</i>     | <i>Responsibilities</i>  |
|-----------------|--|
| <b>Clinical</b> | <ul style="list-style-type: none"> <li>The Registrar will supervise the work of a House Officer, with whom they will organise the investigation and management of inpatients/outpatients/day patients under the care of the Department.</li> <li>The Registrar will be available to attend daily ward rounds for the Otolaryngology patients and will have a current knowledge of the progress of patients under their care.</li> <li>When on call/covering ORL Acutes, the Registrar will answer calls from GPs about patients and arrange to assess them if necessary. The acute services are provided at Manukau <i>SuperClinic</i>™ and to a lesser extent Middlemore Hospital from 0830s-1600 hrs.</li> <li>The Registrar will be available to the other specialities for consultation accorded to this speciality over two sites, Manukau <i>SuperClinic</i>™ and Middlemore Hospital. This is part of the Otolaryngology Acute Cover.</li> <li>The Registrar will attend rostered outpatient clinics promptly and will liaise with clinic staff and management to maintain an effective appointment schedule. Outpatients not previously seen in the department or who are to be discharged will be discussed with a consultant Otorhinolaryngologist as appropriate and sufficient time will be</li> </ul> |

| <i>Area</i>           | <i>Responsibilities</i>   |
|-----------------------|---|
|                       | <p>provided in the clinic schedule for this.</p> <ul style="list-style-type: none"> <li>• The Registrar will perform or assist with surgery under the direct supervision of a consultant Otolaryngologist on an average of 4 half-day sessions weekly</li> <li>• The Registrar will have an opportunity to conduct individual surgical sessions under the direction and supervision of a consultant Otolaryngologist.</li> <li>• Clinical skills, judgement and knowledge are expected to improve during the attachment.</li> </ul>   |
| <b>Administration</b> | <ul style="list-style-type: none"> <li>• The registrar will supervise the writing of legible notes in patient charts on admission, daily on weekdays and whenever management changes are made.</li> <li>• The Registrar will receive enquiries/requests from GPs and should see any patients that a GP is concerned about.</li> <li>• To keep GPs informed, letters will be written to the patient's GP after outpatient visits (as appropriate).</li> <li>• The results of all inpatient investigations will be sighted and signed by the House Surgeon. All Histology will be directed to the relevant SMO for acknowledging and actioning as necessary.</li> <li>• The Registrar will be expected to review planned appointment precis on Otolaryngology patients for the purpose of clinic availability review status and discharge possibility.</li> <li>• Ensure 100% compliance with EDS for the service with assistance from House Surgeon</li> </ul> |

## Section 2: Training and Education

| <i>Area</i>      | <i>Responsibilities</i>   |
|------------------|---|
| <b>Education</b> | <ul style="list-style-type: none"> <li>• Through example and supervision the Registrar will actively contribute to the education of House Officers.</li> <li>• On occasion, the Registrar may be requested to teach other health care workers and medical students.</li> <li>• The Registrar is expected to attend the ORL combined radiology and pathology meetings at MMH, and monthly half day education meetings at Manukau <i>SuperClinic™</i>.</li> <li>• The weekly timetable will allow both Registrars to attend the Friday afternoon teaching meeting arranged through the regional services</li> </ul> |
| <b>Research:</b> | <ul style="list-style-type: none"> <li>• Research options may be available for interested registrars in consultation with the consultants. This however will mostly be conducted in their teaching/ free time.</li> </ul>   |

## Section 3: Performance

| <i>Performance Appraisal</i>   |
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| <p>A nominated Consultant Otolaryngologist will assess Performance. Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at 3 months and 6 months. If deficiencies are identified during the attachment the Consultant Otolaryngologist will bring these to the registrar's attention, and discuss how they may be corrected.</p> |

## Section 4: Cover

### *Other Resident and Specialist Cover*

There are 14 ORL Registrars employed in the Auckland region.. The Registrars are employed across the three Auckland DHB's; Auckland, Waitemata and Counties Manukau. The roster includes:

- 4 Registrars at Auckland City Hospital
- 1 Auckland City Hospital Reliever who covers the day duties of those on leave and the day off post 24 hour call shift
- 2 Registrar at Starship Hospital
- 3 Registrars at Counties Manukau DHB
- 2 Registrars at North Shore Hospital
- 2 Regional Relievers. Relievers will be required to work regionally, however, 1 reliever will be aligned to CMDHB and the other aligned to WDHB/Starship to promote continuity where possible

The Registrars contribute to a regional Acute Call roster at ACH on an average 1:12 frequency.

The ordinary hours of work will be 0730 hours to 1600 hours, Monday to Friday with exception of the mid-week on call shift which will be 0730 to 1600 to allow for travel to begin cover at ADHB. Additional hours of non-rostered work may be required which is included in the unrostered hours of the run category. during weekdays. In addition, Saturday morning ward rounds may be required and will be remunerated as additional duties.

It may not always be possible for the MSC registrar to begin cover at ADHB at 1630hrs, because they are rostered until 1600 hours at MSC, then there is a need to travel to ADHB. It is acknowledged that traffic may impede timely arrival at ADHB. Under these circumstances, the registrar should liaise by telephone with the ADHB registrars to ensure cover at ADHB site until they arrive.

#### **Cover for Leave**

Absence from work due to annual leave or sickness will be covered by other medical staff within the Department. Application for annual leave or medical education leave should be submitted as early as possible (six weeks in advance) in order that appropriate arrangements for cover may be made.

## Section 5: Roster

| <i>Roster</i>  |
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| <p>At present there are three registrars employed in ORL at CMDHB – one SET and two non-SET trainees.</p> <p><b>Hours of work</b></p> <ul style="list-style-type: none"> <li>Monday–Friday Ordinary Hours = 0730-1630</li> <li>Monday–Friday 24 hour shift = 0730-1600 at CMDHB 1630-2230 on site at ACH and 2230-0800 on call off site</li> <li>Saturday and Sunday 24 hour shift = 0800-2230 on site at ACH and 2230-0800 on call off site.</li> </ul> <p>On call shifts will be an average frequency of 1:12. After all on call shifts Registrars will have 1x day off before returning to work.</p> <p>Acute call between the hours of 1630 and 0800 Monday to Friday, and 0800 and 0800 hours Saturday and Sunday, provides cover for GLH, Starship, AKH, North Shore, Waitakere, MMH and MSC as part of the Regional ORL service. When rostered on call off site between the hours of 2230 – 0800 the expectation for the is that Registrars need to be able to report to the hospital within 20 minutes of a call. Where this is not feasible, there are facilities available on site for Registrars to sleep.</p> <p>.</p> <p>The Regional ORL Acute roster is managed by the Northern Regional Alliance Hub in conjunction with ADHB ORL Service.</p> |

## Section 6: Hours and Salary Category

| <i>Average Working Hours</i>  |       | <i>Service Commitments</i> |
|---|-------|----------------------------|
| Basic hours<br>(Mon-Fri)  | 40.00 |                            |
| Rostered additional hours<br>(inc. all on site and call back shifts<br>for the Regional roster) | 15.13 |                            |
| All other unrostered hours  | 5.25  |                            |
| Total hours per week  | 60.38 |                            |

**Salary:** The salary for this attachment is estimated to a Category B (this includes all call back shifts). Saturday morning ward rounds may be required and will be remunerated as additional duties