

## RUN DESCRIPTION

<b>POSITION:</b>	Registrar – Haematology
<b>DEPARTMENT:</b>	Haematology/General Medicine
<b>PLACE OF WORK:</b>	North Shore Hospital and Waitakere Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director Medicine, Clinical Director Haematology, Manager Medical Services.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Consultants and registrars in the Haematology and Medicine services. Clinical Nurse Specialists in Malignant Haematology and Thrombosis; Haematology Coordinators; Haematology Day Stay Nursing Staff, Others as required.
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Haematology/General Medicine service.
<b>RUN RECOGNITION:</b>	This run is recognised by the RACP as a training position for specialist qualification
<b>RUN PERIOD:</b>	6 months

### Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<p>Responsible for the clinical assessment, investigation, diagnosis, and treatment of patients admitted to the Haematology service under the direction of the Specialist Consultant.</p> <ul style="list-style-type: none"> <li>To supervise the safe and efficient management of in-patients under the care of the haematology service, with the supervision of the consultant.</li> <li>To undertake outpatient clinics weekly in either North Shore or Waitakere hospital providing clinical management of outpatients with haematological disorders. Clinics will be conducted during ordinary hours under the supervision of the consultant.</li> <li>To receive enquires from hospital staff with regard to in-patients and out patients with haematology problems and review such patients as required, under the supervision of the consultant.</li> <li>To receive general practice enquiries regarding admissions or management issues involving patients with haematological problems</li> <li>To review patients admitted to the Haematology Day Stay Unit as requested by medical or nursing staff.</li> <li>To review out patients on an urgent and semi-urgent basis as required in the Haematology Day Stay unit or the Haematology Clinic rooms.</li> <li>To manage patients undergoing chemotherapy, perform bone marrow biopsies, lumbar punctures and other diagnostic investigations as may be required; assist the</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<p>coagulation nurse in the management of patients with thrombotic disorders.</p> <ul style="list-style-type: none"> <li>• To participate in research projects within the department of haematology.</li> <li>• Any other duties that may be required in the interest of the department, such as organising clinics, and lunchtime presentations.</li> <li>• Participate in weekend and night rosters in the acute medical wards as notified.</li> </ul>
Administration	<p>Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name and contact number legibly recorded</p> <p>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</p> <p>As an RMO working at WDHB you will be provided with a Clinical Portal login and WDHB email account which will be used for all work-related communication. It is your responsibility to ensure you check this regularly</p>

## Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	<p>The Registrar will attend weekly (unless attendance is required for an emergency) the:</p> <ul style="list-style-type: none"> <li>• Lymphoma conference at ACH 1300 – 1400 Monday (only as required)</li> <li>• Chemotherapy Meeting 0800 – 0930 Wednesday.</li> <li>• Grand Round NSH Tuesday 1230 – 1330.</li> <li>• Blood Club and Journal Club Wednesday 1200 – 1430</li> <li>• Preparation for the written and clinical FRACP 1300 – 1600 Wednesday.</li> <li>• Radiology Conference – 1445 - 1545 Wednesday</li> <li>• Assist the Specialist staff in ensuring appropriate patient education and teaching of RMO's nursing and other related health professionals.</li> <li>• Registrars present case summaries and topic reviews on a regular basis.</li> <li>• To attend peer review and educational meetings as directed by the senior medical staff.</li> </ul>

### Section 3: Roster

<i>Hours of Work</i>
<p><u>Ordinary hours of work</u></p> <p>Normal Day: 08:00 - 16:00 Monday to Friday            Night shift: 22:00 - 08:00 will occur on Monday to Thursday only one set in 26 weeks.            L/ED Shift: Monday to Friday long day 0800 – 2230; approx. 8-9 shifts in 26 weeks            E1 Weekend Shift: 13:00-22:30 Day shifts Saturday and Sunday: approx 2-3 sets in 26 weeks            Weekend Shift: 08:00 – 16:00 or 08:00 - 22:30 Day shifts Saturday and Sunday: approx 2-3 sets in 26 weeks</p> <p><u>Overnight from 2200 – 0800 there will be a consistent workload across the WDHB General Medicine and Medical Specialties:</u></p> <ul style="list-style-type: none"> <li>• <u>A consistent workload for 2 Registrars overnight 2200 – 0800 Monday – Thursday for 15 weeks per run over summer</u></li> <li>• <u>A consistent workload for 3 Registrars overnight 2200 – 0800 Monday – Thursday for 11 weeks per run over winter</u></li> <li>• <u>A consistent workload for 3 Registrars overnight 2200 – 0800 Friday – Sunday all year</u></li> </ul> <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>

### Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• If deficiencies are identified during the attachment the Consultant will bring these to the Registrar's attention and discuss how they may be corrected.</li> <li>• The Director of Basic Physician Training will be available to discuss problems and progress.</li> </ul>	

## Section 5: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours	40.00	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	6.08	
All other unrostered hours	10.21	
Total hours per week	56.07	

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