

<b>POSITION:</b>	<b>Registrar</b>
<b>DEPARTMENT:</b>	Children's Emergency Department (CED)
<b>PLACE OF WORK:</b>	Starship Children's Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager of Children's Emergency Department, through a nominated Consultant.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers.
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Children's Emergency Department.
<b>RUN RECOGNITION:</b>	This run is recognised by the Australasian College of Emergency Medicine and the Royal Australasian College of Physicians
<b>RUN PERIOD:</b>	6, 4 or 2 months

### Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>The Emergency Registrar is responsible for initial assessment and emergency management of all children presenting to CED. This includes self presentations, referrals and transfers from other emergency departments.</li> <li>The Registrar is responsible for definitive management of patients and their disposition, which involves either referral to an inpatient or outpatient team, or arrangement of follow-up by an appropriate primary caregiver.</li> <li>The Registrar must communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>Legible notes are to be written in patients charts. Entries must be dated, signed and have a legible printed name accompanying the signature.</li> <li>On discharge the Registrar must ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed before the patient leaves the department and a copy given to the caregiver of the child and forwarded to the appropriate health professionals including the family doctor.</li> <li>The Registrar is a member of the Emergency team which attends emergency and trauma calls involving children within the A+ site, and acts as first responder for emergencies involving adults which occur in the Starship Hospital.</li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>The Registrar is also responsible for clinical and telephone review of children assessed previously in CED who have ongoing follow-up arranged within CED.</li> <li>The Registrar must check results of laboratory and radiological investigations and arrange appropriate follow-up of abnormal results.</li> <li>The registrar must liaise with other staff members, departments and health professionals in the management of patients.</li> </ul>
<b>On-Duty</b>	<ul style="list-style-type: none"> <li>All the above duties will be in conjunction with junior house staff and the consultant responsible for that patient. Where appropriate the registrar will supervise junior staff and help them with problems as needed. The Registrar will discuss when appropriate with the consultant difficult diagnostic or management issues.</li> </ul>

## Section 2: Training and Education

<i>Training and Education</i>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>a.m.</b>			<b>0800 -0900 Paediatric Clinical Update , Rangitoto room</b>		
<b>p.m.</b>		<b>1300-1500</b> FACEM Part 1 & 2 teaching, MMH and Auckland ED (if applicable)	<b>1230-1600</b> CED education programme,	1500 – 1700 FRACP teaching, Starship hospital	1300 -1400 Paediatric Grand round, Rangitoto room
<p>Note: dates and times for the sessions above may change.</p> <ul style="list-style-type: none"> <li>Education includes the CED formal education programme which comprises a combination of presentations by SHOs, Registrars, and senior staff of topics relevant to paediatric emergency medicine including scenarios.</li> </ul>					

### Section 3: Roster

#### Roster

- An up to date copy showing the most recent leave allocations and swaps is available from the network on all terminals in the department.

RMO 1							
	M	T	W	T	F	S	S
Week 1	N	N	N	N			
Week 2	L	L			N	N	N
Week 3				E	E		
Week 4	E	M	M			M	M
Week 5			M	L	L		
Week 6	E	E	E	E	E		
Week 7			E	M	M	L	L
Week 8			L	L	L		
Week 9	N	N	N	N			
Week 10	M	M				M	M
Week 11	L	L			N	N	N
Week 12				M	M		
	RL	RL	RL	RL	RL	X	X
	RL	RL	RL	RL	RL	X	X

Key			
E	Normal day	0800 - 1800	10 hrs
M	Afternoon shift	1300 - 2300	10 hrs
L	Evening shift	1600 - 0200	10 hrs
N	Night duty	2230 - 0830	10 hrs
Z	Sleep day following nights	-	-
X	Rostered day off	-	-

- This is a shift roster for 12 registrars with 4 shifts per 24 hour period. There are two Registrars employed as a reliever for leave.
- Each doctor rotates down the roster (lines 1 to 12).
- The average weekly hours worked are 39.17.

## Section 4: Cover

### *Other Resident and Specialist Cover*

- Cover provided for by reliever for annual and study leave.
- Occasionally duties will be unable to be covered by the relievers and will require locum cover. This cover is provided by external locums, or by CED Registrars who will be paid at locum rates (rather than standard rates for additional duties).

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"><li>• The Registrar will:</li><li>• At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time</li><li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li></ul>	<ul style="list-style-type: none"><li>• The service will provide;</li><li>• An 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>• An interim assessment report on the Registrar midway through the run, after discussion between the Registrar and the Consultant responsible for them;</li><li>• The 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>• A 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></ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Ordinary hours	39.17	The Service, together with RMO Support Unit will be responsible for the preparation of any Rosters.
Teaching	4.00	
All other unrostered hours	1.46	
Total hours per week	44.63	

**Salary** The salary for this attachment is to be an F category, however a minimum of a C category will apply as per clause 8.1.2.