

RUN DESCRIPTION

POSITION:	Registrar – Rheumatology
DEPARTMENT:	Rheumatology
PLACE OF WORK:	Waitemata District– North Shore Hospital and Waitakere Hospital
RESPONSIBLE TO:	Clinical Director Medicine, Rheumatology Consultant, Manager Medical Service.
FUNCTIONAL RELATIONSHIPS:	Medicine service consultants, medical registrars, specialty registrars, ECC registrar, and the rotator/reliever registrars. Medical house officers, ECC house officer, and rotator/reliever house officers.
PRIMARY OBJECTIVE:	To facilitate the management of patients in the care of the Rheumatology service
RUN RECOGNITION:	That the run is accredited for the training of basic and advanced rheumatology trainees.
RUN PERIOD:	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 under the Rheumatology specialist.</p> <ul style="list-style-type: none"> To facilitate the safe and efficient management of patients in the care of the Rheumatology service, under the supervision of the Consultant. To undertake outpatient clinics weekly at WDHB across three different sites (NSH, WTH, HBC) providing clinical management of outpatients with Rheumatology disorders. Clinics will be conducted during ordinary hours under the supervision of the consultant. In the event of a consultation being requested by another service, arrange for the patient to be seen either by the Registrar and/or the Rheumatologist. To receive general practice enquiries regarding admissions or management issues involving Rheumatology patients. To supervise all junior medical staff to meet the requirements of their position. To participate in research projects within the department of Rheumatology. Any other duties that may be required in the interest of the department, such as organising clinics, and lunchtime presentations. Participate in weekend and rostered night call in the acute medical wards as required.

Area	Responsibilities
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

Nature	Details
<ul style="list-style-type: none"> Protected Time 	<p>The Registrar will attend weekly (unless attendance is required for an emergency) the:</p> <ul style="list-style-type: none"> NSH Medical Journal Club Thursday –0800 – 0830 in ADU Handover Room NSH Medical grand Round 1230 – 1330 Conference Room 1. Preparation for the written and clinical FRACP. The teaching is held between 1300 – 1600 on Wednesdays at North Shore Hospital (and occasionally Auckland). Video conference facilities are available at both North Shore and Waitakere Hospitals and the expectation is that Registrar’s preparing for the FRACP will attend. Participate in clinical audit within the Department. Assist when required with junior medical staff teaching programmes. Registrars present case summaries and topic reviews on a regular basis. To attend other meetings/sessions as directed by the senior medical staff.

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 1 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: no more than 3 sets in 26 weeks Weekend Shift: 08:00 – 16:00 or 08:00 - 22:30 Day shifts Saturday and Sunday: no more than 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"> <u>A consistent workload for 2 Registrars overnight 2200 – 0800 Monday – Thursday for 15 weeks per run over summer</u> <u>A consistent workload for 3 Registrars overnight 2200 – 0800 Monday – Thursday for 11 weeks per run over winter</u> <u>A consistent workload for 3 Registrars overnight 2200 – 0800 Friday – Sunday all year</u> <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: Cover

<i>Other Resident and Specialist Cover</i>
<p>After hours the Registrars will be responsible for patients under the care of the Division of Medicine and Health of Older People Services.</p> <p>Additional out of hours cover is provided by the General Medicine Registrars</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 identify 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"> • 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. • An interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the Consultant responsible for them; • 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; • 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. • The Director of Basic Physician Training will be available to discuss problems and progress.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>								
<table> <tr> <td>Basic hours</td> <td style="text-align: right;">40.0</td> </tr> <tr> <td>Rostered additional hours (inc. nights, weekends & long days)</td> <td style="text-align: right;">6.08</td> </tr> <tr> <td>All other unrostered hours (to be confirmed by a run review)</td> <td style="text-align: right;">10.35</td> </tr> <tr> <td>Total hours per week</td> <td style="text-align: right;">56.43</td> </tr> </table>	Basic hours	40.0	Rostered additional hours (inc. nights, weekends & long days)	6.08	All other unrostered hours (to be confirmed by a run review)	10.35	Total hours per week	56.43	<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>
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Rostered additional hours (inc. nights, weekends & long days)	6.08								
All other unrostered hours (to be confirmed by a run review)	10.35								
Total hours per week	56.43								

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

Total hours fall **below** the middle of the salary band E therefore, the run should be remunerated as a E run category. However, it is expected that the unrostered hours are to be above 8hrs therefore, the run will be remunerated as a **D** run category.