

# **RUN DESCRIPTION**

<b>POSITION:</b>	Registrar - Respiratory
<b>DEPARTMENT:</b>	Adult Health Services, Medicine
<b>PLACE OF WORK:</b>	North Shore and Waitakere Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director Medicine, Clinical Director of Respiratory. Unit Manager of Medical Subspecialties
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health Care Consumers, multidisciplinary healthcare team.
<b>PRIMARY OBJECTIVE:</b>	<ol style="list-style-type: none"> <li>1. To facilitate the safe and effective management of respiratory patients under the care of the Department of Medicine</li> <li>2. To play an active role in performance and reporting of Respiratory procedures under supervision.</li> <li>3. To play an active role in outpatient clinics in collaboration with Respiratory Consultants</li> </ol>
<b>RUN RECOGNITION:</b>	Accreditation being sought.
<b>RUN PERIOD:</b>	6 months

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

<i>Area</i>	<i>Responsibility</i>
<b>Respiratory duties</b>	<ul style="list-style-type: none"> <li>• Undertake two respiratory outpatient clinics per week one at North Shore and one at Waitakere Hospital under supervision</li> <li>• Review inpatient respiratory referrals prior to involving the Consultant - 3 days per week.</li> <li>• The Advanced Trainees will assist in two bronchoscopy session per week at North Shore Hospital.</li> <li>• Supervision of cardiopulmonary exercise tests and reporting of pulmonary function tests on a regular basis.</li> <li>• Undertake pleural procedures and assist other Registrars and House Officers with the procedures both as inpatients and in the ambulatory day ward for outpatients</li> <li>• Attend weekly CME activities (Respiratory pathology and radiology meetings, journal club, grand rounds etc)</li> </ul>

<b>Clinical duties</b>	<ul style="list-style-type: none"> <li>• The registrar is responsible for the clinical assessment, investigation, diagnosis and treatment of respiratory patients under the supervision of the Respiratory Specialist to facilitate the safe and efficient management of respiratory patients.</li> </ul> <ol style="list-style-type: none"> <li>1. To undertake outpatient clinics weekly in North Shore and Waitakere hospital providing clinical management of outpatients with Respiratory disorders. Clinics will be conducted during ordinary hours under the supervision of a consultant.</li> <li>2. 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 Respiratory Consultant</li> <li>3. Any other duties that may be required in the interest of the department, such as organising clinics, and lunchtime presentations</li> <li>4. Participate in weekend and rostered night call in the acute medical wards as stated below.</li> </ol>
<b>Expected results</b>	<ul style="list-style-type: none"> <li>• A high standard of clinical care, including assessment, investigation, diagnosis and treatment will be provided for patients.</li> <li>• The clinical well-being of patients is assured at all times, and care is delivered in a sensitive fashion, taking into account ethnic and other interests, and recognition of patient rights.</li> <li>• Actively promote early, effective and appropriate discharge of patients within the job role</li> <li>• Maintain a high quality of clinical management of Outpatients in collaboration with the Respiratory Physician.</li> <li>• Appropriate documentation will be sent to the patient's practitioner at time of their procedure as appropriate</li> <li>• Maintain effective interpersonal relationships with members of the multidisciplinary team, patients and relatives/whanau.</li> <li>• Provide supervision, instruction and support to junior medical staff as required</li> </ul>

## Section 2: Weekly Schedule – Advanced Trainees

RMO No. 1

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	0800-0930 Thoracic multidisciplinary meeting at ACH  1030am Ward Referrals at NSH	Ward Referrals at NSH	Bronchoscopy List NSH  Ward referrals NSH or WTK as needed	Respiratory Procedures in Ambulatory Day Ward (as required)	Ward referrals NSH as needed
PM	Supervision of Cardiopulmonary exercise tests at Pulmonary Function Laboratory NSH (as required)	Pulmonary function test reporting and other related administration work	Respiratory Outpatients WTK with Dr Martin Phillips	1230-1330: Pathology / Radiology meeting at NSH (alternate weeks) 1400-1500: Respiratory Academic program and Journal Club ACH 1500-1600: CPC at ACH	Respiratory Outpatients NSH with Dr Jai-Deep Sood

RMO No. 2

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	0800-0930 Thoracic multidisciplinary meeting at ACH  1030am Ward Referrals at NSH	Pulmonary function test reporting and other related administration work	Bronchoscopy List NSH  Ward referrals NSH or WTK as needed	Respiratory Procedures in Ambulatory Day Ward (as required)	Bronchoscopy List NSH
PM	Respiratory Outpatients NSH with Dr Atiqah Latiff	Supervision of Cardiopulmonary exercise tests at Pulmonary Function Laboratory NSH (as required)	Respiratory Outpatients WTH with Dr Wethasinghe???	1230-1330: Pathology / Radiology meeting at NSH (alternate weeks) 1400-1500: Respiratory Academic program and Journal Club ACH 1500-1600: CPC at ACH	Ward referrals NSH as needed

**Section 3: Training and Education**

<i>Nature</i>	<i>Details</i>
Protected Time	<ul style="list-style-type: none"> <li>The Registrar will attend weekly (unless attendance is required for an emergency) the:</li> <li>Participate in clinical audit within the Department- as required.</li> <li>Assist when required with junior medical staff teaching programmes.</li> <li>Present cases at Thoracic multidisciplinary (TMDM) meeting at ACH on Monday morning</li> <li>Academic programme, Journal Club, Clinical-pathology Case Conference and Combined chest conference at ACH</li> <li>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.</li> </ul>
Expected results	<ul style="list-style-type: none"> <li>Provides clinical teaching sessions for Resident Medical Officers, nursing and other related health professionals.</li> <li>Evidence of continuing self-education, including appropriate use of continuing medical education leave, so that up to date knowledge and practice is maintained.</li> </ul>

**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: Roster:

<i>Hours of Work</i>
<p><u>Ordinary Hours</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 approx. 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: 3:00-22:30 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 6: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<p><i>The service will provide:</i></p> <ul style="list-style-type: none"> <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 three (3) months into 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> <li>• The Director of Basic Physician Training will be available to discuss problems and progress.</li> </ul>

## Section 7: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours	40.0	The Service, together with the RMO Support will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	6.08	
All other unrostered hours	13.98	
Total hours per week	60.06	

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