

## **RUN DESCRIPTION**

<b>POSITION:</b>	Registrar
<b>DEPARTMENT:</b>	Emergency
<b>PLACE OF WORK:</b>	Waitakere Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	The provision of timely, appropriate and effective emergency medical care for patients attending the Emergency Department(ED)
<b>RUN RECOGNITION:</b>	Medical Council & Australasian College for Emergency Medicine recognition
<b>RUN PERIOD:</b>	Six months

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

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>The Registrar's primary role is the provision of timely, appropriate and effective emergency medical care for patients attending the Emergency Care Centre.</li> </ul>
<b>On-Duty</b>	<ul style="list-style-type: none"> <li>The Registrar will assess, investigate, and undertake relevant further medical management of patients attending ED. This includes effective and appropriate liaison with other health providers to optimise patient management.</li> <li>An Emergency Medicine consultant will be available for consultation at all times, generally in person from 0800h until 0100h. There will be an SMO (Consultant, Medical Officer or Fellow) in the ED overnight.</li> <li>The Registrar will on occasion be expected to provide interhospital medical transport (by road) as per level of experience</li> <li>The Registrar will, when possible, be available to offer advice and assistance to the House Officer working alongside in the ED</li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Routine duties are carried out in the ED</li> <li>• Hours of duty are allocated according to a rostered shift system.</li> <li>• The Registrar shall be responsible for the appropriate "handing-over" (transfer of management) of any patients under their care to a doctor on the next shift, including appropriate documentation.</li> <li>• Clinical skills, judgement and relevant knowledge are expected to improve during the run.</li> <li>• The Registrar is expected to take part in Clinical Audit/Quality Assurance programs within ED</li> <li>• The Registrar is expected (in the course of their daily clinical work) to assist with the supervision/training of medical trainee interns and medical students.</li> </ul>
<b>Administration</b>	<p>The Registrar will maintain a satisfactory standard of documentation entered on the appropriate ED charts with regard to every consultation and stage of patient management. This must also include the name of the Doctor, the time the patient is seen, the time of referral or discharge and the disposition of the patient using the appropriate documentation method (clinical notes and/or computer).</p> <ul style="list-style-type: none"> <li>• The Registrar will ensure that a copy of the clinical notes or discharge summary accompanies each patient on their discharge from the Department, and that relevant follow-up arrangements are made.</li> <li>• Where appropriate, the Registrar will provide a prescription for medication and/or relevant certificate regarding work fitness. All prescriptions and notes are to be signed, with a printed name and contact number legibly recorded.</li> <li>• The Registrar is responsible for the completion of relevant ACC documentation and timely sign off of their outstanding test results.</li> <li>• The Registrar is responsible for certifying death and completing appropriate documentation.</li> <li>• At the direction of the Clinical Director, the Registrar will assist with operational research and auditing in order to enhance the performance of the Service.</li> <li>• All medico-legal administrative activities will be carried out in consultation with the Clinical Head.</li> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <li>1. "The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Medical Council believes that the responsibility for obtaining consent always lies with the consultant – as the one performing the procedure, they must ensure the necessary information is communicated and discussed."</li> <li>2. "Council believes that obtaining informed consent is a skill best learned by the house surgeon observing consultants and experienced registrars in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so.</li> </ol> </li> <li>• If absent due to unexpected circumstances (e.g. health, other), contact the RMO ED Roster coordinator in hours Monday to Friday, via the number provided at orientation, and the Duty Consultant to which the registrar is clinically responsible outside of normal working hours, during the absent duty, on extension #7799.</li> <li>• As an RMO working at Te Whatu Ora Waitematā you will be provided with a Concerto login and a Te Whatu Ora Waitematā email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly.</li> </ul>

## Section 2: Training and Education

<i>Area</i>	<i>Responsibilities</i>
<b>Training and education</b>	<ul style="list-style-type: none"><li>• The Emergency Medicine consultants are committed to the provision of quality on floor teaching and supervision and are present in this capacity from 0800h to about 0100h, every day of the week. There is an SMO (Consultant, Medical Officer or Fellow) on every night.</li><li>• There is a weekly departmental CME session held on Tuesday afternoons which includes clinical skills and simulation training, scenario based teaching, radiology sessions, lectures, morbidity and mortality sessions and tutorials. There is specific rostered time to attend these and you can also attend any other time should you wish</li><li>• There is a weekly regional teaching session for part one and fellowship exam preparation held on Tuesday mornings.</li><li>• There are SIM sessions most Thursday mornings at 0800 in the ED that you are welcome to attend</li><li>• The Director(s) of Emergency Medicine Training (DEMTs) is available to provide feedback and information on training.</li></ul>

## Section 3: Cover

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"><li>• There will be an Emergency Medicine Consultant present on the floor between the hours of 0800h to 0100h every day of the week. There is an SMO (Consultant, Medical Officer or Fellow) on every night</li><li>• There will be 8 FTE Emergency Medicine Registrars working within the service who will work alongside Consultant, Medical Officer and Fellow doctors, Emergency Nurse Specialists and house officers.</li><li>• There are 6 FTE Emergency Medicine House Officers rostered to work within the service.</li><li>• There will be CNS's (clinical nurse specialist) or NP's (Nurse practitioner) who will manage appropriate patients with- in their scope of practice, between the hours of 0700h to 2400hr</li></ul>

## Section 4: Roster

### Hours of Work

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
1	A	A	x	x	N	N	N	50
2	x	x	x	x	D	D	D	30
3	D	T	x	A	A	x	x	35
4	N	N	N	N	x	x	x	40
5	A	A	A	x	x	A	A	50
6	x	T	D	D	A	x	x	35
7	RL	RL	RL	RL	RL	RL	RL	50
8	RL	RL	RL	RL	RL	x	x	50
Average Total Hours								<b>42.5</b>

KEY			
D	Day	0800-1800	10 hrs
M	Mid	1100-2100	10 hrs
A	Afternoon	1500-0100	10 hrs
N	Night	2300-0900	10 hrs
X	Rostered day off	-	-
RL	Relief	TBA	-
T	Teaching	1000-1500	5 hrs

All roster changes /swaps must meet safe rostering practices and be confirmed with the roster coordinator in writing, who will change the master roster. Teaching will be held every Tuesday to which Registrars are encouraged to attend.

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>The Registrar will:</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> <li>• Ensure they also arrange a formal meeting with the Director of Emergency Medicine (DEMT) to obtain feedback and complete their College training forms.</li> </ul>	<p>The service will provide:</p> <ul style="list-style-type: none"> <li>• An initial meeting between the DEMENT 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 Emergency Medicine Training (DEMT) is also available to discuss progress and provide feedback to the Registrar. The DEMENT will provide feedback to the college and is responsible for signing off on all College training forms.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours 40.0	
Rostered Additional hours 1.25	
Teaching 1.25	
All other unrostered hours 2.94	
Total hours per week 45.44	

**Salary** The salary for this attachment is estimated to be a Category E (paid minimum C) and it will continue to be remunerated at a Category C.