

## RUN DESCRIPTION

POSITION:	Registrar – Endocrinology/Diabetes
DEPARTMENT:	Waitemata District
PLACE OF WORK:	North Shore Hospital & Waitakere Hospital
RESPONSIBLE TO:	Clinical Directors of Diabetes/Endocrinology and General Medicine, and Service Manager Medical Service.
FUNCTIONAL RELATIONSHIPS:	Medicine service consultants, Medical Registrars, specialty registrars, ED/ADU Registrars, and the Rotator/Reliever Registrars. Medical house officers, ED/ADU house officer, and rotator/reliever house officers.
PRIMARY OBJECTIVE:	To facilitate the management of patients in the care of the Endocrinology/Diabetes service
RUN RECOGNITION:	That the run is accredited by the RACP for the training of basic medical and advanced Endocrinology/Diabetes trainees.
RUN PERIOD	6 months

### Section 1: Responsibilities

Area	Responsibilities
Clinical Duties & Work Schedule	<p>Responsible for the clinical assessment, investigation, diagnosis and treatment of patients under the Endocrinology/Diabetes consultants.</p> <ul style="list-style-type: none"> <li>To facilitate the safe and efficient management of patients in the care of the Endocrinology/Diabetes Service, under the supervision of the Consultants.</li> <li>To undertake at least 3 clinics weekly (1 Endocrinology, 2 Diabetes) at either North Shore Hospital or Waitakere Hospital Outpatient sites, or a community site, e.g. Pacifika Healthcare or Waipareira Trust providing clinical management of outpatients with Endocrinology/Diabetes disorders. Clinics will be conducted during ordinary hours under the direct supervision of the consultant. Clinics must include an adolescent diabetes clinic, gestational diabetes clinic or bone clinic. Clinic letters should be reviewed at the request of the supervising consultant. A log book of numbers and types of patients seen should be kept and discussed with the supervisor at feed back sessions.</li> <li>To see ward referrals under consultant supervision. A log book of ward consults should be kept and reviewed with the supervisor at feed back sessions.</li> <li>To liaise with the Diabetes Nurse Specialists on a regular basis.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• To receive general practice phone enquiries regarding admissions or urgent management issues involving Endocrinology/Diabetes patients.</li> <li>• To supervise junior medical staff especially with advice on diabetes management for inpatients.</li> <li>• To keep the consultant informed of any patients who are seriously ill or causing significant concern.</li> <li>• To participate in research projects and clinical audits within the department of Endocrinology/Diabetes. To present at Grand Rounds, Journal Clubs and other meetings as necessary/requested.</li> <li>• Participate in weekend and rostered night call in the acute medical wards as per the attached template roster</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>
<ul style="list-style-type: none"> <li>• Protected Time</li> </ul>	<p>The Registrar will attend weekly (unless attendance is required for an emergency) the:</p> <ul style="list-style-type: none"> <li>• Endocrine Journal Club/ Case discussion Friday at 1300 at North Shore Hospital Dept Med Teaching Room level 3 Trainee to attend the monthly Endocrine Surgery MDM session at 0730-0830 Level 8 NSH and share in presenting the cases with the surgical registrar on alternate basis.</li> <li>• The trainee can attend the Thursday morning 0930 Pituitary Radiology Review, Pituitary ward round and the 1030 Endocrine CME sessions at ACH but should return to NSH by early pm to see any consults</li> <li>• NSH Medical Journal Club Thursday 0800</li> <li>• NSH Medical Grand Round 1230 – 1330 Tuesday.</li> <li>• For a basic trainee, attendance at the FRACP written exam teaching at Auckland City Hospital 1300 – 1700 Wednesday when appropriate, plus the registrar teaching on Tuesday 1600-1700 at North Shore Hospital. Clinical exam teaching will also be organised by the DPT at other times.</li> <li>• Assist when required with junior medical staff teaching programmes.</li> <li>• Registrars may be requested to present case summaries and topic reviews at Grand Round and other fora.</li> <li>• The registrar will be required to assist with teaching of undergraduate medical students (3<sup>rd</sup> -6<sup>th</sup> year) periodically at the request of the supervisors. This would involve both bed-side teaching and occasional tutorials.</li> </ul>

## Section 3: Roster

### *Hours of Work*

Ordinary hours of work

Normal Day: 08:00 - 16:30 Monday to Friday 8.5 hours per day

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

Overnight from 2200 – 0800 there will be a consistent workload across the WDHB General Medicine and Medical Specialties:

- A consistent workload for 2 Registrars overnight 2200 – 0800 Monday – Thursday for 15 weeks per run over summer
- A consistent workload for 3 Registrars overnight 2200 – 0800 Monday – Thursday for 11 weeks per run over winter
- A consistent workload for 3 Registrars overnight 2200 – 0800 Friday – Sunday all year

Staffing levels for weekday long days and weekends do not vary in summer and winter and will instead remain consistent across the year.

- Un-rostered hours allow for an emergency at the end of the shift.

#### Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"> <li>• Performance will be assessed by an assigned Endocrine/Diabetes Physician 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>	<ul style="list-style-type: none"> <li>•</li> <li>•</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	
	+	
Note: this includes rostered Monday to Friday 1600-1630	2.5	
All other unrostered hours	1.68	
Total hours per week	50.26	

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