

## **RUN DESCRIPTION**

<b>POSITION:</b>	<b>Registrar (Senior) – General Surgery</b>
<b>DEPARTMENT:</b>	General Surgery
<b>PLACE OF WORK:</b>	North Shore Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director General Surgery and Operations Manager
<b>FUNCTIONAL RELATIONSHIPS:</b>	Clinical Director, Consultants, Registrars and House Officers in the General Surgery service.
<b>PRIMARY OBJECTIVE:</b>	To facilitate safe and efficient management of patients under the care of Surgical Services
<b>RUN RECOGNITION:</b>	This attachment is recognised as a training position for Specialist qualification.
<b>RUN PERIOD:</b>	26 weeks

### **Section 1: Responsibilities**

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical Duties &amp; Work Schedule</b>	<ol style="list-style-type: none"> <li>1. Attend registrar and House Officer handover meeting each weekday morning.</li> <li>2. Be responsible for the admission of elective surgical patients from the waiting list in consultation with the Specialists from the service.</li> <li>3. Be responsible for the reception of GP enquiries for admissions; and the assessment and admission if appropriate of such patients.</li> <li>4. Keep the Specialist on call informed about acute admissions, particularly in the case of seriously ill patients.</li> <li>5. Carry out, with the House Officer, a daily ward round during ordinary hours and on Saturdays, in order to oversee ongoing investigation and management of in-patients.</li> <li>6. Participate in and supervise the discharge process, particularly communication with the General Practitioner.</li> <li>7. Ensure that in the event of a consultation being requested by another Service or ward, the patient is promptly seen and the on call Specialist made aware of the problem.</li> <li>8. Attend all team elective operating sessions and outpatient clinics as allowed by the acute roster.</li> <li>9. The senior registrars will be rostered to cover the acute theatre during normal working hours.</li> <li>10.</li> </ol>

<i>Area</i>	<i>Responsibilities</i>
	<p>11. Attend 777 calls where required for surgical and gynaecology patients.</p>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain a satisfactory standard of documentation in the electronic notes of patients. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded;</li> <li>• Be responsible for certifying death and complete appropriate documentation;</li> <li>• At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service;</li> <li>• Ensure the discharge summary is completed on Clinical Portal and forwarded to the General Practitioners, and clinic letters completed following outpatient visits in a timely fashion;</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 Support Unit or Operations/Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty.</li> <li>• As an RMO working at Te Whatu Ora Waitemata you will be provided with a Clinical Portal login and an 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>Nature</i>	<i>Details</i>
Protected Time	<p>The Registrar will attend, weekly (unless attendance is required for acute admitting or an emergency), the:</p> <ol style="list-style-type: none"> <li>1. Team radiology sessions</li> <li>2. Journal club/KPI sessions/department teaching on alternate Friday mornings</li> <li>3. Registrar teaching sessions</li> <li>4. Audit meeting Friday mornings</li> </ol> <p>The registrar will complete the data entry for audit and prepare presentations for the above meetings as required.</p>
Training and Development of other staff	<p>The Registrar, as part of their normal working duties will:</p> <ol style="list-style-type: none"> <li>1. Supervise and be available for House Officers, particularly for acute emergencies.</li> <li>2. Participate in Friday teachings for House Officers in conjunction with consultants</li> </ol>

## Section 3: Roster

<p><b>Hours of work</b></p> <p>The hours of work for the Registrar are:</p> <table data-bbox="151 996 1173 1086"> <tr> <td>Ordinary hours of work are Monday to Friday</td> <td>0715hrs - 1600hrs</td> </tr> <tr> <td>Acute admitting duty, Monday to Friday</td> <td>0715hrs - 2230hrs</td> </tr> <tr> <td>Acute admitting Long day duty, Saturday and Sunday</td> <td>0800hrs - 2215hrs</td> </tr> </table> <p>There are 8 Senior Registrars and will move to 8 Junior Registrars on the roster and 4 Relievers who cover nights and annual leave.</p> <p>Every week day there will be two Registrars (1 Senior and 1 Junior) rostered to cover acutes between the hours of 0715-2230 (1:8 Senior Registrar, 1:8 Junior Registrar).</p> <p>On both days of the weekend there will be one Senior Registrar and one junior registrar rostered to cover acute admitting between the hours of 0800-2215(1:8).</p> <p>There will be one Junior Registrar rostered to cover night shifts each week (1:8).</p> <p>There will be one Junior Registrar rostered to cover SASSU (Surgical Admission and Short Stay Unit) each week 0715-1700h</p> <p><b>The senior and junior registrar for each of the 8 teams will do alternate Saturday ward rounds.</b></p>	Ordinary hours of work are Monday to Friday	0715hrs - 1600hrs	Acute admitting duty, Monday to Friday	0715hrs - 2230hrs	Acute admitting Long day duty, Saturday and Sunday	0800hrs - 2215hrs
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