

## **RUN DESCRIPTION**

<b>POSITION:</b>	Domain 2 Registrar / Senior Registrar
<b>DEPARTMENT:</b>	Adult Dermatology (0.5) & Paediatric Dermatology (0.5)
<b>PLACE OF WORK:</b>	Greenlane Clinical Center and Starship & Auckland City Hospitals
<b>RESPONSIBLE TO:</b>	Service Lead Clinicians and Managers, through a nominated Consultant/Physician.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Dermatology Service, for both Adult and Paediatric Dermatology.
<b>RUN RECOGNITION:</b>	This run is recognised by the RACP as a training position for specialist qualification
<b>RUN PERIOD:</b>	12 months

### Section 1: Senior Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>Assess and manage acute and elective patients under the care of his/her service. Undertake clinical responsibilities as directed by the Consultant. Also organise relevant investigations and ensure the results are followed up, sighted and signed;</li> <li>Responsible for patient referrals and day to day ward management of patients under their team's care, in consultation with others involved in the care of the patient where appropriate;</li> <li>Work closely with medical specialists in provision of assessment and investigations of new patients and follow-ups in outpatient clinics. In addition they will be involved in the provision of clinical virtual advice.</li> <li>Maintain a high standard of communication with patients, patients' families and staff;</li> <li>Inform consultants of the status of patients especially if there is an unexpected event;</li> <li>Attend hand-over, team and departmental meetings as required.</li> <li>The registrar will be available to attend consultant ward rounds and outpatient clinics and will have a current knowledge of the progress of inpatients and outpatients under their care.</li> <li>Perform a regular procedural list</li> </ul>

Area	Responsibilities
Outpatients	<ul style="list-style-type: none"> <li>Assess and manage patients referred to outpatient clinics and run the clinics on behalf of senior staff where appropriate</li> <li>Communicate with referring person following patient attendance at clinics;</li> <li>Arrange and perform outpatient investigations and procedures</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded;</li> <li>Legible notes will be written in patient charts, and whenever patients are reviewed.</li> <li>A letter to the patient's G.P will be written after every outpatient consultation and whenever changes in outpatient management occur</li> <li>Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <li><i>"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."</i></li> <li><i>"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."</i></li> </ol> </li> </ul>

### Weekly Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	AM	Paeds Clinic SSH Tertiary EB/Imm 3/12	General Medical Dermatology Clinic GCC	0900-1030 Day stay procedures 1030-1300 Admin – SSH	Surgical List – GCC Adults	0800-0900 Melanoma MDM Virtual Advice Clinic – Adults GCC
	PM	1200-1300 Ward round 1400-1700 Consultation Clinic	Research/Audit	Paeds Clinic – GCC Tertiary	Skin Cancer Clinic GCC	CPD/Education
Week 2	AM	Paeds Clinics SSH – Tertiary	General Medical Dermatology Clinic GCC	0900-1030 Day stay procedures 1030-1300 Admin – SSH	DermPath Vascular Anomaly MDM Ward Round SSH	0800-0900 Melanoma MDM Virtual Advice Clinic – Adults GCC
	PM	Ward round/Admin	Research/Audit	Laser List SSH	Skin Cancer Clinic GCC	CPD/Education
Week 3	AM	Paeds Clinic SSH Tertiary	General Medical Dermatology Clinic GCC	0900-1030 Day stay procedures 1030-1300	Surgical List – GCC Adults	0800-0900 Melanoma MDM Virtual Advice

				Admin – SSH		Clinic – Adults GCC
	PM	Ward round / Admin	Research/Audit	Paeds Clinic – GCC Tertiary	Skin Cancer Clinic GCC	CPD/Education
Week 4	AM	Paeds Clinics SSH – Tertiary	General Medical Dermatology Clinic GCC	0900-1030 Day stay procedures 1030-1300 Admin – SSH	DermPath Vascular Anomaly MDM Ward Round SSH	0800-0900 Melanoma MDM Virtual Advice Clinic – Adults GCC
	PM	Ward Round/Admin	Research/Audit	Paeds/Derm Clinic	Skin Cancer Clinic – GCC	CPD/Education

## Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.				Derm Path (Weekly)	
p.m.	Consultation Clinic (First Monday of each Month)				CPE / Education (Weekly)

Note: dates and times for the sessions above may change.

There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial, journal club and pathology session.

## Section 3: Roster

<i>Roster</i>		
<b>Hours of Work:</b>	Monday to Friday	0800-1630

## Section 4: Cover:

### Research

A research project may be undertaken during the attachment subject to approval by the Manager of Ambulatory Services and the Lead Clinicians of the Dermatology Services.

#### Section 4: Cover for Leave

Absence from work due to sickness of annual leave will be covered by other medical staff within the department.

#### Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>The Registrar will:</p> <p>At the outset of the run meet with their designated consultant supervisors to discuss goals and expectations for the run, review and assessment times, and one on one teaching time.</p> <p>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant</p>	<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>• Performance will be assessed by two nominated Consultant Dermatologist. Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at three months and six months. If deficiencies are identified during the attachment, the Consultant Dermatologist will bring these to the registrar’s attention and discuss how they may be corrected.</li> </ul> <p>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</p>

#### Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Basic hours (Mon-Fri)</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Rostered additional hours</td> <td style="text-align: center;">2.5</td> </tr> <tr> <td>All other unrostered hours</td> <td style="text-align: center;">TBC</td> </tr> <tr> <td>Total hours per week</td> <td style="text-align: center;">42.5</td> </tr> </table>	Basic hours (Mon-Fri)	40	Rostered additional hours	2.5	All other unrostered hours	TBC	Total hours per week	42.5	<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>
Basic hours (Mon-Fri)	40								
Rostered additional hours	2.5								
All other unrostered hours	TBC								
Total hours per week	42.5								

**Salary** The salary for this attachment will be as detailed in a F Category run category.