

## **RUN DESCRIPTION**

|                                  |   |
|----------------------------------|---|
| <b>POSITION:</b>                 | <b>Hand Senior/SET Registrar – Orthopaedics</b>   |
| <b>DEPARTMENT:</b>               | Orthopaedics  |
| <b>PLACE OF WORK:</b>            | North Shore Hospital.   |
| <b>RESPONSIBLE TO:</b>           | Clinical Director Orthopaedic Services, Operations Manager, Orthopaedics.                           |
| <b>FUNCTIONAL RELATIONSHIPS:</b> | Healthcare consumers and hospital based healthcare workers.   |
| <b>PRIMARY OBJECTIVE:</b>        | To facilitate the management of patients in the care of the Orthopaedics service.                   |
| <b>RUN RECOGNITION:</b>          | That the run is accredited for the training of basic orthopaedic and advanced orthopaedic trainees. |
| <b>RUN PERIOD:</b>               | 6 months  |

### **Section 1: Responsibilities**

| <i>Area</i>                     | <i>Responsibilities</i>  |
|---------------------------------|--|
| Clinical Duties & Work Schedule | <p>Responsible for the clinical assessment, investigation, diagnosis and treatment of patients admitted to the orthopaedic unit under the direction of the Specialist Consultant.</p> <ul style="list-style-type: none"> <li>• To facilitate the safe and efficient management of patients under the care of the orthopaedic consultants, including patients admitted under the orthogeriatric model in wards 14 and 15.</li> <li>• To assist the specialist consultants in the operating theatre as allowed by the acute roster, and carry out orthopaedic procedures as directed by them under their supervision.</li> <li>• To be responsible for admission of elective orthopaedic patients from the waiting list, in consultation with the Specialist, and to assist with the Outpatient clinics at both North Shore Hospital and Waitakere Hospital under the direct supervision of the consultant.</li> <li>• To keep the specialist on call informed about the acute admissions, particularly in the case of seriously ill patients.</li> <li>• To assist the specialist consultants in the management of urgent referrals to the orthopaedic unit and supervise the management of these patients by the house surgeons.</li> <li>• To provide after hours cover for emergency referrals to the orthopaedic department and assist in the care of these patients.</li> <li>• To carry out with the House Officer a daily ward round during ordinary hours and on Saturday where rostered on duty in order to oversee ongoing investigation and management of inpatients.</li> <li>• To receive telephone calls from GP's for urgent referrals and discuss appropriately.</li> </ul> |
| Expected Results                | <ul style="list-style-type: none"> <li>• A high standard of clinical care, including assessment, investigation, diagnosis and treatment will be provided for patients in the department.</li> <li>• Clinical competence especially in emergency situations meets Waitemata District</li> </ul>   |

| <i>Area</i> | <i>Responsibilities</i>   |
|-------------|---|
|             | <p>Health Boards' requirements.</p> <ul style="list-style-type: none"> <li>• Patient treatments will be accurately charted and progress notes kept up to date, ensuring discharge summaries are completed on the day of discharge of a patient, and the patient receives a copy.</li> <li>• Actively participate in the department's developing quality assurance programme, including audit.</li> <li>• Report significant patient events to the consultant under whom the patient has been admitted.</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, ensuring discharge summaries are completed on the day of discharge of a patient, and the patient receives a copy.</li> <li>• Assist in operating theatre, developing expertise in orthopaedic procedures. Perform orthopaedic procedures under supervision of surgeons.</li> <li>• Maintain a high quality of clinical management of Outpatients in collaboration with Specialist Consultants.</li> <li>• Maintain effective interpersonal relationships with members of the multidisciplinary team, patients and relatives/whanau.</li> <li>• Provide supervision, instruction and support to house officers on the team.</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 an emergency) the:</p> <ul style="list-style-type: none"> <li>• Grand Round Tuesday 1230 Conference Room 1.</li> <li>• X-Ray/Radiology review meeting Wednesday 1030 a.m.</li> <li>• Formal Teaching Round Friday morning 0800-1000</li> <li>• Registrars may be requested to present case summaries and topic reviews as agreed.</li> </ul> |

## Section 3: Roster

- There are 5 Orthopaedic, 1 Hand Senior/SET Registrars
- The Registrars will work on-call duties at an average frequency of 1:6

### Hours Of Work

|   |             |
|---|-------------|
| Ordinary hours of work (Monday to Friday) | 0730 – 1530 |
| Acute Admitting Duty (Monday to Sunday)   | 0730 – 2300 |
| Post Acute Rounds Saturday                | 0800 – 1200 |

Registrars are rostered every alternate full weekend off duty.

## Section 4: Performance appraisal

| <i>Registrar</i>  | <i>Service</i>  |
|---|---|
| <p>The Registrar will:<br/>           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.<br/>           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.</p> | <p>The service will provide:<br/>           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.<br/>           An interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the Consultant responsible for them;<br/>           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;<br/>           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 5: 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</td> <td style="text-align: right;">40.0</td> </tr> <tr> <td>Rostered additional hours<br/>(inc. nights, weekends &amp; long days)</td> <td style="text-align: right;">13.70</td> </tr> <tr> <td>All other unrostered hours<br/>(until confirmed by run review)</td> <td style="text-align: right;">13.59</td> </tr> <tr> <td><b>Total hours per week</b></td> <td style="text-align: right;"><b>67.29</b></td> </tr> </table> | Basic hours                | 40.0 | Rostered additional hours<br>(inc. nights, weekends & long days) | 13.70 | All other unrostered hours<br>(until confirmed by run review) | 13.59 | <b>Total hours per week</b> | <b>67.29</b> | <p>The service together with RMO Support will be responsible for the preparation of any rosters.</p> |
| Basic hours   | 40.0                       |      |  |       |   |       |                             |              |  |
| Rostered additional hours<br>(inc. nights, weekends & long days)  | 13.70                      |      |  |       |   |       |                             |              |  |
| All other unrostered hours<br>(until confirmed by run review)   | 13.59                      |      |  |       |   |       |                             |              |  |
| <b>Total hours per week</b>   | <b>67.29</b>               |      |  |       |   |       |                             |              |  |

## Salary

The salary for this attachment will be detailed as a Category A.

Any unrostered ward round requirements are captured in the unrostered hours of the run category.