

## **RUN DESCRIPTION**

<b>POSITION:</b>	Registrar
<b>DEPARTMENT:</b>	Paediatric Metabolic and Genetics
<b>PLACE OF WORK:</b>	Auckland City Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, 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 Paediatric Metabolic and Genetics Services.
<b>RUN RECOGNITION:</b>	This is an advanced training run recognised by the Royal Australasian College of Physicians.
<b>RUN PERIOD:</b>	6 months

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

<i>Area</i>	<i>Responsibilities</i>
<b>Acute Call Responsibility</b>	<ul style="list-style-type: none"> <li>• All after hours duties will be assisting with weekend ward rounds and associated clinical tasks for the Haematology/Oncology service.</li> <li>• During the rostered Haematology/Oncology weekend shifts the Registrar may be available (after completion of ward round duties) to review the metabolic inpatients as arranged with the Metabolic Consultant and the on call Registrar/House Officer.</li> <li>• The Registrar may choose to make themselves available for acute call on the Paediatric Medical Registrar roster to fill vacancies (for which they will be paid additional duties).</li> </ul>
<b>Clinical Responsibility</b>	<ul style="list-style-type: none"> <li>• Responsibilities include all patients under and referrals to the Paediatric Metabolic and Genetics services. The division between Metabolic and Genetics is set at 0.5 each.</li> <li>• Daily ward rounds and reviewing the above patients.</li> <li>• Attend outpatient clinics.</li> <li>• Implement management and treatment for the above patients.</li> <li>• Arrange appropriate investigations and ensure follow up of results.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature.</li> <li>• Weekend plans will be formulated and in place.</li> <li>• Perform required procedures as necessary.</li> <li>• Liaise with other staff members, departments and health professionals in the management of patients.</li> <li>• Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>• On discharge, ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor.</li> <li>• All the above duties will be in conjunction with junior house staff and the consultant responsible for that patient. Where appropriate the Registrar will supervise junior staff and help them with problems as needed. The Registrar will discuss with the Consultant as needed and over difficult diagnostic or management areas.</li> <li>• On Tuesday mornings when the Paediatric Neurology Registrar is off site, the Metabolic/Genetics Registrar will provide assistance to the Neurology House Officer for urgent medical issues pertaining to Neurology/developmental inpatients.</li> </ul>
<b>On-Duty</b>	<ul style="list-style-type: none"> <li>• On weekdays from 0800 – 1700 the Registrar will hold the Starship Metabolic/Genetics phone.</li> </ul>

## Section 2: Training and Education

### *Training and Education*

	Monday	Tuesday	Wednesday	Thursday	Friday
0800	Handover	Handover	Update	Handover	Handover
0830	Metabolic ward round	Metabolic ward round		Metabolic ward round	Metabolic ward round
0900-1000		1000 Clinical Lab meeting	Genetics Clinic	0930 Genetics meetings (intake then cases)	Neuroservices meeting then team ward round
1100	Metabolic teaching and review of NBS protocols	Metabolic clinical team meeting			Neuroradiology meeting
1300	Consults or clinic preparation	Metabolic clinic			Paediatric Grand Round

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

There is a minimum of 4 hours per week medical learning. This includes:

Starship Update Wednesdays 0800-0900

Registrar Teaching Thursday 1300-1400

Paediatric Grand Round Fridays 1300-1400

## Section 3: Roster

### *Roster*

- The ordinary hours of work are 0800-1700 Monday to Friday.
- The on-site weekend call duties are Oncology/Haematology ward rounds (Saturday and Sunday 0800 – 1600), rostered at a frequency of 1:4.
- This position will have no rostered night duties and no rostered long day duties.

## Section 4: Cover

### *Other Resident and Specialist Cover*

- Cover for sickness is provided by the Paediatric Subspecialty Reliever.

## 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(s) 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>The service will provide:</p> <p>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.</p> <p>An interim assessment report on the Registrar two (2) months into the run, after discussion between the Registrar and the consultant responsible for them.</p> <p>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.</p> <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

Includes 4hours rostered time within the roster for education.

Weekend duties are calculated into the base salary as below.

<i>Average Working Hours</i>	<i>Service Commitments</i>
<p>Basic hours (Mon-Fri) 40</p> <p>Rostered additional hours (inc. nights, weekends &amp; long days) 9</p> <p>All other unrostered hours 1.29</p> <p>Total hours per week 50.29</p>	<p>Together, The Service with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>

**Salary** The Salary for this attachment is estimated to be a Category D run.