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POSITION:	Fellow
DEPARTMENT:	Dermatology, Medical Services
PLACE OF WORK:	Te Whatu Ora - Counties Manukau District including Middlemore Hospital and other related sites.
RESPONSIBLE TO:	Service Manager and Clinical Director through their supervising Consultant(s) and the Clinical Head.
FUNCTIONAL RELATIONSHIPS:	Health care consumers Hospital and community-based health care workers
PRIMARY OBJECTIVE:	To facilitate the management of inpatients and outpatients under the care of the Department of Dermatology.
RUN RECOGNITION:	This run is recognised by the RACP as a domain 2 training position for specialist qualification.
RUN PERIOD:	6 or 12 months

Section 1: Fellow's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	<ul style="list-style-type: none"> • The Fellow will act with a degree of clinical independence acknowledging their training seniority but liaise with the supervising Consultant when needed. • The Fellow will, when needed, organise the investigation and management of inpatients under the care of the department, requesting assistance from the Consultant on call when required. The Fellow is expected to ensure their patients are safely and efficiently handed over and to liaise with the other health professionals in the unit to ensure the required level of coordinated care to the patients is achieved and maintained. • The Fellow will direct and lead the weekly Grand Round but under the supervision of the ward consultant and will have a current knowledge of the progress of inpatients under their care. The Fellow will undertake an independent ward round the day prior to the Grand Round seeing both current and newly referred inpatients. Close liaison with the Registrar will be necessary. • When needed, the Fellow will answer calls by GPs about patients and arrange to assess them if necessary. • The Fellow will maintain a high standard of communication with patients, patients' families, and staff. The Fellow will confer as needed with other clinical team members regarding planning and progress of patients. • The Fellow will attend rostered outpatient clinics promptly and will endeavour to see outpatients at their scheduled appointment times. Outpatients not previously seen in the Department, or who are to be discharged, may need to be discussed

Area	Responsibilities
	<p>with a Dermatologist.</p> <ul style="list-style-type: none"> • Notes for outpatient attendances will be electronic (e-notes) and will be entered directly into Clinical Portal. • The Fellow will assist the Registrar where possible and needed both with inpatient work and outpatient work. • The Fellow will confer, when needed, with other clinical team members regarding discharge planning and progress of patients. • Clinical skills, judgement and knowledge are expected to be those of a year 1 SMO dermatologist at the end of a 12 month run if the Fellow is a year 4 trainee. • Counties Manukau policies and procedures should be followed at all times.
Administration	<ul style="list-style-type: none"> • Legible notes will be written in patient charts on assessment / admission if e notes are unavailable, and whenever management changes are made. All documentation should comply with CM documentation policy. • All instructions (including drugs, IV fluids and instructions for nursing) will be accurately and legibly recorded and legibly signed if e prescribing is not available. • The results of all investigations will be sighted and signed electronically. The Fellow will refer results to the responsible Consultant where there is uncertainty about the significance of the result. • The Fellow is responsible for the completion of death certificates for patients who have been under their care. • The Fellow will be expected to participate in audit programmes. • A letter will be dictated to the patient's GP with a copy for the patient after each outpatient visit. • Obtain written informed consent for procedures using the CM consent and within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 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." 2) "Council believes that obtaining informed consent is a skill best learned by the house surgeon observing consultants and experienced Fellows in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so." • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or, if after hours the Duty Manager directly as well as the Consultant to which the Fellow is clinically responsible in the absent duty • As an RMO working at CMH you will be provided with a Clinical Portal login and email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly

Section 2: Training and Education

<i>Education</i>
<ul style="list-style-type: none"> • The Fellow will teach and meet with the Registrar on alternate weeks for 1 hour. • The Fellow will attend a weekly advanced dermatopathology clinic at Anatomic Pathology Service (LabPLUS) under Consultant Histopathologist supervision. • Histopathology sessions at Middlemore hospital on alternate Fridays will be attended on an as needed basis. • The Fellow is expected to attend and contribute to the: <ul style="list-style-type: none"> ○ Monthly combined clinic at Greenlane hospital ○ Three monthly academic regional meeting at Waikato hospital ○ Yearly CM regional meeting ○ Alternate weekly academic sessions at CM including the journal club • The Fellow will be required to attend a minimum of three Clinical Heads meetings during the 12 month attachment to gain experience in hospital management and hospital politics. These can be attended remotely on Zoom if needed. • The Fellow will actively contribute to the education of other RMOs including Registrars and House Officers when needed. On occasion, the Fellow may be asked to teach other health care workers and medical students.
<i>Research</i>
<ul style="list-style-type: none"> • A clinical research project will be undertaken during a 12 month run attachment subject to approval by the Service Manager, Medical Services and the Clinical Head - Dermatology. Quality improvement activities, such as clinical audit, are also encouraged.

Section 3: Roster

<i>Roster</i>		
Hours of work		
Monday to Friday	Ordinary Hours	0800-1700

Section 5: Performance appraisal

<i>Fellow</i>	<i>Service</i>
<p><i>The Fellow will;</i></p> <ul style="list-style-type: none"> • Meet the requirements of the RACP Fellowship in dermatology training program. • At the outset of the run meet with their designated Consultant supervisor to discuss goals and expectations for the run, review and assessment times. • Ensure a mid-run assessment is completed after discussion between the Fellow and the consultant responsible for them. 	<p><i>The service will provide;</i></p> <ul style="list-style-type: none"> • Ensure that the RACP Training program for a dermatology Fellow are met. • An initial meeting between the Consultant and Fellow to discuss goals and expectations for the run, review and assessment times, and one on one teaching time. • An interim assessment report on the Fellow six (6) weeks into the run, after discussion between the Fellow and the Consultant responsible for them.

<i>Fellow</i>	<i>Service</i>
<ul style="list-style-type: none"> • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant. • Sight and sign the final assessment report provided by the service. 	<ul style="list-style-type: none"> • The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Fellow will bring these to the Fellow's attention, and discuss and implement a plan of action to correct them; • A final assessment report on the Fellow at the end of the run, a copy of which is to be sighted and signed by the Fellow.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours (Mon-Fri) 40.00	The Service will be responsible for the preparation of any rosters.
Rostered additional hours (incl 1hr additional for 9hr day) 5	
All other unrostered hours 0.48	
Run Review completed August 2023	
Total hours per week 45.48	

Salary: The salary for this attachment will be as detailed as a **E** Run Category.