

<b>POSITION:</b>	Registrar – Cardiology Consults Advanced Trainee
<b>DEPARTMENT:</b>	Department of Medicine
<b>PLACE OF WORK:</b>	North Shore Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director Cardiology, Service Manager Cardiology
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community-based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To review and facilitate the management of inpatients under the care of ADU and Cardiology Services
<b>RUN RECOGNITION:</b>	The run is accredited by the RACP for the training of basic medical and Cardiology Registrar advanced trainees
<b>RUN PERIOD:</b>	6 Months

## Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<ul style="list-style-type: none"> <li>To facilitate the safe and efficient management of patients in the care of the Cardiology Services within ADU under the supervision of the Consultant.</li> <li>Responsible for the clinical assessment, investigation, diagnosis and treatment of patients referred to the Cardiology Service under the supervision of the Consultants.</li> <li>To attend 8am and/or 10pm handover on all relevant rostered days</li> <li>To receive, assess, triage and discuss acute referrals to Cardiology, from the community, EM services and other professionals. <ul style="list-style-type: none"> <li>To maintain an accurate and legible clinical record for each patient, including: <ul style="list-style-type: none"> <li>History, examination, diagnosis, problem list and plan</li> <li>Update clinical records as often as indicated by the patient's condition.</li> <li>All entries recorded with the time and date, signature, name + contact details.</li> </ul> </li> <li>To be responsible for the assessment of patients admitted to Cardiology services under supervision of Consultant Physicians, in line with the service time frames</li> <li>To facilitate safe and efficient management of patients in the care of the Cardiology Service under the supervision of the Consultants. This includes: <ul style="list-style-type: none"> <li>maintaining timely reviews of patients, particularly post diagnostic tests</li> <li>documentation of comprehensive management plans</li> <li>communication with relevant family, whanau and colleagues</li> </ul> </li> </ul> </li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>○ To keep the Consultant informed about acute admissions especially where the patient is seriously ill or causing significant concern: <ul style="list-style-type: none"> <li>▪ during normal working hours – Cardiology SMO on ward I</li> <li>▪ after hours – Cardiology SMO on call</li> </ul> </li> <li>• To participate in acute clinics in ADU assessing both new and review patients</li> <li>• To participate in discharge process including EDS at point of discharge or within 24hrs</li> <li>• To ensure that in event of a consultation being requested by another service, the patient is seen and the on-call consultant (of referring and referred) made aware of any problems</li> <li>• To provide supervision of any medical students or observers attached to Cardiology within ADU</li> <li>• Registrars may be requested to present case summaries and topic reviews.</li> <li>• Participate in evenings, weekend and rostered night call for general medicine including ED/ADU, the acute medical wards as per the attached template roster.</li> <li>• To undertake outpatient clinics weekly in North Shore hospital providing clinical management of outpatients with cardiology disorders. Clinics will be conducted during ordinary hours under the supervision of the consultant.</li> <li>• To receive general practice enquiries regarding admissions or management issues involving cardiology patients.</li> <li>• Where necessary interpret Exercise ECG's for patients in Coronary Care/Step-down unit and discuss these with the cardiologist where appropriate.</li> <li>• To supervise all junior medical staff to meet the requirements of their position.</li> <li>• To participate in research projects within the department of cardiology.</li> <li>• Any other duties that may be required in the interest of the department, such as organising clinics, and lunchtime presentations.</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>• 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>• Dictate discharge summaries on patients that are discharged by their team and letters to General Practitioners 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 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 WDHB you will be provided with a Clinical Portal login and a WDHB 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 following educational sessions are available to the Registrar (unless attendance is required for an emergency):</p> <ul style="list-style-type: none"><li>• NSH/WTH Medical Journal Club Monday 0800 – 0830 at ADU Handover Room.</li><li>• Cardiology Journal Club Monday 0815-0900</li><li>• Medical Grand Round 1230 – 1330 Conference Room 1.</li><li>• CCU Cardiology Registrar Clinics Thursday afternoon</li><li>• Preparation for the written and clinical FRACP. The teaching is held between 1300 – 1600 on Wednesdays at North Shore Hospital (and occasionally Auckland). Video conference facilities are available at both North Shore and Waitakere Hospitals and the expectation is that Registrar's preparing for the FRACP will attend.</li><li>• Assist when agreed with junior medical staff teaching programmes.</li><li>• Participate in clinical audit within the Department</li><li>• Registrars may be requested to present case summaries and topic reviews.</li><li>• To attend other meetings/sessions designated by the Clinical Leader of Cardiology (e.g. cardio surgical (CTSU) case conference at Auckland City Hospital).</li></ul>

## Section 4: Cover

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"><li>• The Cardiology Consults Advanced Trainee Registrar will combine with the Medical Specialty Registrars to provide cover for the General Medicine Service between the hours of 2200 to 0800 Monday to Thursday, and long days as rostered, as well as Saturday and Sunday weekend shifts</li></ul>

## Section 5: Roster

<i>Hours of Work</i>
<p><u>Ordinary hours of work Cardiology Consult</u></p> <ul style="list-style-type: none"><li>Monday, Tuesday, Wednesday, Friday 8am to 12 o'clock (4 hrs)</li><li>Thursday clinic 8 am to 12 o'clock</li></ul> <p><u>Out of hours work General Medicine</u></p> <ul style="list-style-type: none"><li>Registrars will be required to work weekends (Approx 4-5 sets over 26 weeks)</li><li>Nights, Monday – Sunday 2200 - 0800 (no more than 2 sets)</li><li>Acute Admitting Long Day 0800 – 2230</li><li>Weekend shifts Saturday or Sunday from: 0800 – 1600 or 0800 – 2230 hours</li></ul> <p>Un-rostered hours allow for an emergency at the end of the shift.</p> <p><u>Ordinary hours of work Research</u></p> <ul style="list-style-type: none"><li>Monday, Tuesday, Wednesday, Thursday, Friday, 12 o'clock to 5pm</li></ul> <p><u>Overnight from 2200 – 0800 there will be a consistent workload across the WDHG General Medicine and Medical Specialties:</u></p> <ul style="list-style-type: none"><li><u>A consistent workload for 2 Registrars overnight 2200 – 0800 Monday – Thursday for 15 weeks per run over summer</u></li><li><u>A consistent workload for 3 Registrars overnight 2200 – 0800 Monday – Thursday for 11 weeks per run over winter</u></li><li><u>A consistent workload for 3 Registrars overnight 2200 – 0800 Friday – Sunday all year</u></li></ul> <p>Staffing levels for weekday long days and weekends do not vary in summer and winter and will instead remain consistent across the year.</p>

**ROSTER TEMPLATE FOR CARDIOLOGY CONSULTS ADVANCED TRAINEE**

1 RMO							
	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
<b>Week 1</b>							
<b>Week 2</b>							
<b>Week 3</b>						S	LW
<b>Week 4</b>							
<b>Week 5</b>					L		
<b>Week 6</b>							
<b>Week 7</b>							
<b>Week 8</b>					L		
<b>Week 9</b>						S	LW
<b>Week 10</b>							
<b>Week 11</b>			L				
<b>Week 12</b>					N	N	N
<b>Week 13</b>	Z	Z	Z				
<b>Week 14</b>			L				
<b>Week 15</b>						S	LW
<b>Week 16</b>					L		
<b>Week 17</b>							
<b>Week 18</b>							
<b>Week 19</b>			L				
<b>Week 20</b>							
<b>Week 21</b>							
<b>Week 22</b>					L		
<b>Week 23</b>						S	LW
<b>Week 24</b>							
<b>Week 25</b>			L				
<b>Week 26</b>					N	N	N

## Section 6: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> <li>• 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 two or three and four or six months, dependant on the run period.</li> <li>• 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.</li> </ul>	<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>• an interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the Consultant responsible for them;</li> <li>• 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;</li> <li>• 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.</li> <li>• The Director of Basic Physician Training will be available to discuss problems and progress.</li> </ul>

## Section 7: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
<div>Basic hours40.00</div> <div>Rostered additional hours (inc. nights, weekends &amp; long days INCL 5hr for 9hr day)13.02</div> <div>All other unrostered hours (run review to confirm)7.28</div> <div>Total hours per week60.30</div>	<p>The Service together with RMO Support Unit will be responsible for the preparation of any rosters.</p>

**Salary:** The Salary for this attachment will be as detailed as a Category B run.