

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Medical Administration
PLACE OF WORK:	Counties Manukau – Middlemore Hospital
RESPONSIBLE TO:	Chief Medical Officer and Director of Funding
FUNCTIONAL RELATIONSHIPS:	<p>Internal</p> <p>Chief Medical Officer Director of Funding Leadership team including the CEO, CFO, CIO, CMO, Director of Hospital Services and Director of Nursing Senior Management Team including Head of Divisions – Medical, Nursing and Allied Health Divisional General Managers Clinical Directors for individual services Clinical staff including SMOs and RMOs Operations Managers for individual services Medical Education and Training Unit (METU) staff</p> <p>External</p> <p>Relevant Colleges & Professional Bodies Clinical Directors of other DHBs and PHOs General Practitioners RMO Workforce Operations Northern Region Health Quality and Safety Commission Medical Council of New Zealand Health and Disability Commission</p>
PRIMARY OBJECTIVE:	To support the CMO and Director of Funding in providing professional leadership and clinical guidance in relation to strategic and operational projects, with a particular focus on transformational change in models of care, innovation, quality and financial sustainability.
RUN RECOGNITION:	This run is recognised by RACMA as a training position for specialist qualification
RUN PERIOD:	12 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<p>The CMO and Director of Funding will delegate responsibilities to the Registrar as appropriate.</p> <p>General responsibilities will include:</p> <ul style="list-style-type: none"> ▪ Assisting with the development and maintenance of effective systems to support quality improvement with a focus on clinical performance ▪ Promoting an environment of clinical excellence ▪ Modeling high standards of professional conduct ▪ Reflecting opinions of the clinical staff to the CMO regarding specific projects ▪ Assisting with the development of policies, guidelines and processes to support the delivery of excellent health care ▪ Leading and/or supporting selected projects as designated by the CMO ▪ Assimilation and interpretation of data from diverse sources, and incorporating that into opportunities for changes in models of care. ▪ The medical administration registrar may be asked to take on additional roles and responsibilities for a fixed period of time. The nature of the roles and responsibilities will be discussed and agreed with the registrar as appropriate to their level of training e.g. Clinical Quality Risk Manager, Service Manager etc.
Strategy	<ul style="list-style-type: none"> ▪ With the CMO and Director of Funding, contributing to the strategic development of Counties Manukau District locally and regionally ▪ Participating in strategic planning activities to support the development of robust business cases as determined by the CMO or Director of Funding
Operational	<ul style="list-style-type: none"> ▪ Develop financial responsibility and accountability and assist in developing and implementing financial strategies that will ensure budgetary targets and key performance indicators are met. ▪ Participates in planning and review of both operational and capital budgets.

Area	Responsibilities
Quality	<ul style="list-style-type: none"> ▪ Together with the CMO: ▪ Quality Assurance <ul style="list-style-type: none"> ○ Assists with investigating and responding to Health and Disability Commissioner complaints and reportable events as per the Complaints & Incidents Management policies ○ With the CMO, assist in investigation and preparation of Coronial reports ○ Compliance with Health & Disability standards ▪ Professional Development <ul style="list-style-type: none"> ○ Assists with annual performance & development reviews for staff as appropriately delegated by the CMO ○ Participate in SMO and RMO appointment processes and credentialing ▪ Assists with the implementation of quality improvement activities and actively collaborates with management in improving quality and improvement of outcomes ▪ Quality metrics – works with the clinical team in using quality metrics to improve patient care and experience
Organisational Contribution	<ul style="list-style-type: none"> ▪ Participates in key clinical leadership forums at organisational and regional level as agreed ▪ With the CMO and Director of Funding participates in the development of strategy and service delivery solutions with primary care organisations and other DHBs. ▪ Participate in or chair key committee meetings as delegated by the CMO or Director of Funding ▪ Participates in relevant “innovation” projects as assigned by the CMO. ▪ Participate in key aspects of disaster/crisis management planning ▪ Participate in a unit of divisional annual budget building process ▪ Participate in policy and procedure development
Health Advocate	<ul style="list-style-type: none"> ▪ Attend selected external and internal meetings as the delegate of the CMO or Director of Funding
To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992	<ul style="list-style-type: none"> ▪ Company health and safety policies are read and understood and relevant procedures applied to their own work activities ▪ Workplace hazards are identified and reported, including self-management of hazards where appropriate ▪ Can identify health and safety representative for area
Scholar/Teacher	<ul style="list-style-type: none"> ▪ Critically evaluate medical information and apply where relevant to matters associated with medical management ▪ Participate in education and training of medical staff, particularly junior medical staff

Area	Responsibilities
Statutory & Treaty of Waitangi obligations	<ul style="list-style-type: none"> Ensures the professional and political integrity of Counties Manukau District by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive. Shows sensitivity to cultural complexity in the workforce and patient population

Section 2: Training and Education

Training and Education	
Protected Time	<p><i>The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per roster)</i></p> <ul style="list-style-type: none"> Orientation at the beginning of the run Academic activities as assigned by RACMA <p>There are also hospital based academic meetings, e.g. Quality Grand Round, and other research presentation events. Most activities run for about 11 months of the year. Please attend these meetings on time.</p>
<p><i>The Registrar is expected to contribute to the education of nursing, technical staff and medical staff when requested</i></p>	

Section 3: Cover

Other Resident and Specialist Cover
Cover for leave (both planned and short notice) will be provided internally by staff.

Section 4: Roster

Roster
<p>There is one Medical Administration Registrar position at the Counties Manukau District.</p> <p>After hours call: There is no formal rostered after hours call currently established for medical administration registrars.</p>

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> at the outset of the run meet with their designated supervisor to discuss goals and expectations for the run, review and assessment times, and one on one teaching time after any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their supervisor; 	<p><i>The service will provide:</i></p> <ul style="list-style-type: none"> an initial meeting between the supervisor and Registrar to discuss goals and expectations for the run, review and assessment times, and one on one teaching time. an interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the supervisor responsible for them; the opportunity to discuss any deficiencies identified during the attachment. The supervisor responsible for the Registrar will bring these to the Registrar's attention, and discuss and implement a plan of action to correct them; 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.

Section 6: Hours and Salary Category

The medical administration registrar may be asked to take on additional roles and responsibilities outlined outside of this run description that their supervisor of training (Chief Medical Officer) deem appropriate as part of becoming proficient with the key competencies and learning outcomes for RACMA fellowship training. In recognition of the hours required to take on these additional roles and responsibilities, a registrar may request a run review to be undertaken to look at the additional hours required. Once these additional roles and responsibilities cease, the salary category will return to baseline.

Average Working Hours		Service Comments
Basic hours (Mon-Fri)	40.00	The Service, will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	0.00	
All other unrostered hours To be confirmed by a run review	TBC	
Total hours per week	40.00	

Salary: The salary for this attachment is estimated to be a Category F.