

# **RUN DESCRIPTION**

<b>POSITION:</b>	Registrar
<b>DEPARTMENT:</b>	Medical Oncology
<b>PLACE OF WORK:</b>	Auckland Hospital/ Greenlane Clinical Centre
<b>RESPONSIBLE TO:</b>	Clinical Director and Business Manager of Medical Oncology through a nominated Consultant
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumers, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Oncology service
<b>RUN RECOGNITION:</b>	This run is recognised by the RACP as a training position for specialist qualification
<b>RUN PERIOD:</b>	6 months

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

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>• Work closely with the team's House Officer, provide supervision and share responsibilities where and when appropriate.</li> <li>• Undertake diagnostic and treatment procedures appropriate to the subspecialty</li> <li>• Maintain a high standard of communication with patients, patients' families and staff;</li> <li>• Inform consultants of the status of patients especially if there is an unexpected event;</li> <li>• Attend hand-over, team and departmental meetings as required.</li> </ul>
<b>Acutes and On-Call</b>	<ul style="list-style-type: none"> <li>• Assess and admit Oncology patients referred by ED or from the community and other medical and medical subspecialty patients when required by the roster</li> <li>• Manage the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Consultant. Also organise relevant investigations and ensure the results are followed up, sighted and signed;</li> <li>• Provide advice to and liaise with GP's and other hospital medical staff on Medical Oncology matters</li> <li>• Provide support to the oncology day stay and infusion unit with regards to acute review of unwell patient and infusion reactions (day-time only)</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Inpatients</b>	<ul style="list-style-type: none"> <li>• When allocated ward duties within the service undertake regular review, assessment and management of admitted patients for whom the Medical Oncology service is responsible on a frequency agreed with the supervising consultant;</li> <li>• Work closely with other specialties and multidisciplinary team members regarding the</li> </ul>

Area	Responsibilities
	<p>ongoing management of inpatients under Medical Oncology Care</p> <ul style="list-style-type: none"> <li>• Ensure relevant documents, e.g. discharge summary, medication card and follow-up appointments are given to patient on discharge as necessary.</li> <li>• Ensure weekend plans for patient's management are documented in the notes;</li> <li>• When not on duty in the evening or the weekend, inform the on-duty medical staff about patients whose condition requires monitoring and review;</li> <li>• Complete documentation on Friday prior to known or likely weekend discharges.</li> </ul>
<b>Outpatients</b>	<ul style="list-style-type: none"> <li>• Provision of assessment and investigations of new patients and follow-ups in outpatient clinics under the supervision of specialist consultants</li> <li>• Prescription of outpatient anti-cancer therapy under the supervision of specialist consultants</li> <li>• Communicate with referring person and GP following patient attendance at clinics;</li> <li>• Arrange and perform outpatient investigations</li> </ul>
<b>Administration</b>	<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: <ul style="list-style-type: none"> <li>1. <i>"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."</i></li> <li>2. <i>"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."</i></li> </ul> </li> </ul>

## Section 2: Weekly Schedule

This is the base timetable. On occasion 1-2 additional sessions may be added for educational and departmental purposes.

Each registrar rotates through a 3 month period on different tumour stream, inpatient and general oncology jobs.

Below is an example of inpatient and outpatient timetables which are representative but exact timetable varies between each 3 month rotation.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>a.m.</b>	0800-0930 - Lung MDM 0930 – 1030 Lung team meeting Admin	Admin	0730-0800 Journal Club 0930-1030 Lung MDM Admin	Acutes  1230-1330 Grand Round	0830-1200 Lung clinic
<b>p.m.</b>	1330- 1700 Lung clinic Greenlane	Admin	1330-1700 Lung clinic	Acutes	Admin 1400-1600 Oncology Teaching

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>a.m.</b>	0800-0830 Rapid Round Consultant Ward Round Lung	Reg Ward Round	0730-0800 Journal Club  Reg Ward Round	Consultant Ward Round GI  1230-1330 Grand Round	Consultant Ward Round Lung
<b>p.m.</b>	Consultant ward round GI				1400-1600 Oncology Teaching

## Section 3: Training and Education

<i>Nature</i>	<i>Details</i>
<i>Protected Time</i>	<i>The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per roster)</i> <ul style="list-style-type: none"><li>• Orientation at the beginning of the run</li><li>• Oncology Teaching 1400-1600 Fridays</li><li>• Grand Round 1230-1330 Thursdays – varies between runs</li><li>• Attendance at team meeting depending on tumour stream for case presentation and tumour stream bases teaching – times vary</li><li>• Journal Club 0730 -0800 Wednesdays</li></ul> <i>Timing of educational sessions is subject to change</i>
<i>The Registrar is expected to contribute to the education of nursing, technical staff and medical staff when requested</i>	

## Section 4: Cover:

#### *Other Resident and Specialist Cover*

There are 13 Registrars contributing to the roster, however there is consistent workload for 12 Registrars with 1 Registrar on either nights or sleep days.

Registrars will be required to work between 0800 and 1700 Monday to Friday.

In addition, the Registrar will also contribute to the after hours roster at a frequency of 1:13, providing cover for the following shifts:

- Weekday long days: 0800-2230
- Weekend short day: 0800 – 1600
- Weekend long day: 0800 – 2200
- Nights: 2200 - 0800
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Registrars also participate in a Medical Subspecialty duty roster and will be required to work 2 sets of nights, Friday to Sunday (2200-0800), during the 6 months of the run.

When on night duty the registrar will be responsible for duties both in the Medical Specialities and General Medicine, these duties will be shared between the Medical Registrars on duty and will involve admissions and ward duties.

### **Section 5: Performance Appraisal**

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"><li>• At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time</li><li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with 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 <b>(3)</b> 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></ul>

## Section 6: Hours and Salary Category

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40.0	<ul style="list-style-type: none"><li>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</li></ul>
Rostered additional hours (inc. nights, weekends & long days)	12.5	
All other unrostered hours	TBC	
Total hours per week	52.5	

**Salary:** The salary for this attachment will be as detailed as a Category D run category.

However, as the total hours fall above the middle of the salary band, the attachment will be remunerated as a Category C until the unrostered hours can be confirmed by a run review.