

RUN DESCRIPTION

POSITION:	Training Registrar
DEPARTMENT:	Radiation Oncology
PLACE OF WORK:	Auckland City Hospital and offsite Clinics
RESPONSIBLE TO:	Clinical Director and Business Manager of Radiation Oncology through a nominated Consultant
FUNCTIONAL RELATIONSHIPS:	Healthcare consumers, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Radiation Oncology service
RUN RECOGNITION:	This run is recognised by the RANZCR as a training position for specialist qualification, after successful application through the Faculty of Radiation Oncology New Zealand Network.
RUN PERIOD:	6 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> • Manage the assessment and admission of acute and elective patients under the care of their team. Undertake clinical responsibilities as directed by the Consultant. Also organise relevant investigations and ensure the results are followed up, sighted and signed. • Responsible for patient referrals and day to day ward management of patients under their team's care, in consultation with others involved in the care of the patient where appropriate. • Work closely with medical specialists in provision of assessment and investigations of new patients and follow-ups in outpatient clinics. • Undertake diagnostic and treatment procedures appropriate to the subspecialty. • Maintain a high standard of communication with patients, whānau, and staff. • Inform consultants of the status of patients especially if there is an unexpected event. • Attend hand-over, team and departmental meetings as required. • Maintain a satisfactory professional standard in demeanour and conduct.
Admitting	<ul style="list-style-type: none"> • Assess and admit Radiation Oncology patients referred by ED, from the community or other specialities.
On-Call	<ul style="list-style-type: none"> • Provide advice to and liaise with GP's and other hospital medical staff on Radiation Oncology matters.

Area	Responsibilities
	<ul style="list-style-type: none"> • Authorise patients to be transferred to and be seen by the Radiation Oncology service when appropriate
Inpatients	<ul style="list-style-type: none"> • When allocated ward duties within the service undertake regular examination management of, and updating of management plan of admitted patients for whom the Radiation Oncology service is responsible on a frequency agreed with the clinical director. • Ensure relevant documents, e.g. discharge summary, medication card and follow-up appointments are given to patient on discharge as necessary. • Ensure weekend plans for patient's management are documented in the notes. • When not on duty on Friday evening or the weekend, inform the on-duty medical staff about patients whose condition requires monitoring and review. • Complete documentation on Friday prior to known or likely weekend discharges.
Outpatients	<ul style="list-style-type: none"> • Assess and manage patients referred to outpatient clinics and run the clinics on behalf of senior staff where appropriate. • Communicate with referring person following patient attendance at clinics. • Arrange and perform outpatient investigations. • Arrange requests for radiation therapy under supervision of the senior medical staff. • Be involved in the planning of radiotherapy for patients under the supervision of senior medical staff. • Monitor patients having radiotherapy.
Administration	<ul style="list-style-type: none"> • 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. • Be responsible for certifying death and complete appropriate documentation. • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service. • Dictate discharge summaries on patients that are discharged by their team and letters to General Practitioners following outpatient visits in a timely fashion. • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 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> 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>

Section 2: Weekly Schedule

Details	
The Registrars will have the opportunity to complete the following activities over the course of the run;	
<ul style="list-style-type: none"> • Clinic sessions • RT planning sessions • Admin sessions • Acute Oncology duties, including first and second back-up duties • Mini chart rounds and multi-disciplinary team meetings • On-call duties as rostered 	

Registrar Clinical Programme for CNS, Paeds, GI					
Week 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Admin 08:00 – 09:30 Ward Round 09:30 – 10:00 CNS Minichart round 10:00 – 10:30 LGI MDM 11:00 – 12:00	Planning / Paediatrics LK 08:00 – 12:00	Protected learning / admin. 08:00 – 12:00	Acutes08:00 – 12:00	Neurosurg MDM 08:00 – 09:00Paeds Body 09:00 – 10:00 Paeds Neuro 11:00 – 12:00
PM	Departmental teaching 14:30 – 16:00	LGI MCR 13:30 – 14:00 Planning (AF) 14:00 – 16:00	Clinic (AF) Room 5, level 4 13:00 – 16:30	Admin 12:30 – 16:30	Clinic (LK) Room 6, Level 5 13:00 – 17:00
Week 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Admin 08:00 – 09:30 CNS Minichart round 10:00 – 10:30 LGI MDM 11:00 – 12:00	Planning / Paediatrics LK 08:00 – 12:00	Protected learning / admin. 08:00 – 12:00	Acutes08:00 – 12:00	Neurosurg MDM 08:00 – 09:00Paeds Body 09:00 – 10:00 Paeds Neuro 11:00 – 12:00
PM	Departmental teaching 14:30 – 16:00	GI MCR 13:30 – 14:00 Planning (AF) 14:00 – 16:00	Clinic (AF) Room 5, level 4 13:00 – 16:30	Admin 12:30 – 16:30	Clinic (LK) Room 6, Level 5 13:00 – 17:00

Section 3: Training and Education

<i>Nature</i>	<i>Details</i>
<i>Protected Time</i>	<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 • Speciality training and Grand Round <p>Timing of educational sessions is subject to change</p>
<p><i>The Registrar is expected to contribute to the education of nursing, technical staff and medical staff when requested</i></p>	

Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<p>There are 13 Radiation Oncology Registrars allocated to the service.</p> <p>12 Registrars form the baseline roster, and 1 Registrar provides cover for planned leave.</p> <p>The Registrar's ordinary hours of work are 0800 – 1600 Monday to Friday.</p> <p>The Registrars provide after hours, on-call cover from 1600 – 2200 Monday to Friday and 0800 – 2200 Saturday and Sunday. These on-call duties will be worked at a frequency of 1:12. While the after-hours component of this roster is on-call, these hours have been captured within the run category.</p> <p>Senior Registrars may be allocated to a period of relief for 4 – 6 months on a rotating basis. When allocated to relief the Registrar will provide cover for the duties of a Registrar on leave.</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 consultant 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 consultant. 	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> • 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. • An interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the Consultant responsible for them. • 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. • 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

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40.0	<ul style="list-style-type: none">The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	9.83	
All other unrostered hours	TBC	
Total hours per week	49.8	

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

As the total hours fall above the middle of the salary band, the run will be remunerated as **D run category** until the unrostered hours can be confirmed by a run review.

The Registrar working as a reliever, will be remunerated at a **B** run category.