

POSITION:	Registrar
DEPARTMENT:	Paediatric General
PLACE OF WORK:	Starship Hospital
RESPONSIBLE TO:	Service Clinical Director, through a nominated Consultant/Physician.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the General Paediatric Service and assist in the management of patients in the child and family unit.
RUN RECOGNITION:	This run is recognised by the Royal Australasian College of Physicians.
RUN PERIOD:	6 months

Section 1: Registrar’s Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Acute Call Responsibility	<ul style="list-style-type: none"> • While on call the acute Paediatric Medical Registrar phone and Paediatric Resus pager are held. • The Medical Registrar on acute call is available to advise on children in CED. The decision to admit a child is made by the Medical Registrar on acute call. • On hand over of admissions from the emergency department, full and appropriate clinical notes and the ongoing management are the responsibilities of the medical registrar on call. • If a child is referred to the Medical registrar on acute call from CED and the Registrar feels that admission is not appropriate they will review the child in CED and suggest an alternative plan with the CED staff. • Registrars may be required to review medical admissions to PICU. • The acute call Medical Registrar will take GP calls for advice and/or admission. They will notify ED if there is concern regarding the severity of the condition of the child. • Attend emergency calls alerted to by the Paediatric Resus pager.
Clinical Responsibility	<ul style="list-style-type: none"> • Responsibilities are for all in-patients and referrals to the general paediatric service. This is shared between the 4 general paediatric registrars. • Daily ward rounds reviewing patients assigned to the Registrar. • One registrar will attend outpatient clinics in a shared manner and this person will generally not be rostered to acute call. Registrars are to give the clinic clerk at the beginning of the run a roster for which registrar will be doing which clinic for the run. • Implement management and treatment for patients assigned to the Registrar. • Arrange appropriate investigations and ensure follow up of results. • Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature. • Weekend plans will be formulated and in place.

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> • Perform required procedures as necessary. • Liaise with other staff members, departments and health professionals in the management of patients. <ul style="list-style-type: none"> • Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved. • On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed prior to the patient leaving the ward and forwarded to the appropriate health professionals including the family doctor. • Visit and attend to medical needs of patients in the Child and Family Unit as requested, or supervise house officers in this activity. • Provide internal relief cover for general paediatric registrars on night shifts, leave or clinical administration days. Rostered days off covered by Starship Relievers. <p>All the above duties will be in conjunction with junior house staff and the consultant responsible for that patient. Where appropriate the registrar will supervise junior staff and help them with problems as needed. The Registrar will discuss with the consultant as needed and over difficult diagnostic or management areas.</p>

Section 2: Training and Education

<i>Training and Education</i>					
	Monday	Tuesday	Wednesday	Thursday	Friday
0800	Handover	Handover	Update 0800 - 0900	Handover	Handover
	Ward round	Ward round	Ward round	Ward round	Ward round
1100	Xray Conference				Xray conference
1230					Grand Round 1300 - 1400
1300	Out patient Clinics			FRACP Teaching 1500 - 1700	

Note: dates and times for the sessions above may change. There are four to five registrar out patient clinics each week, which are shared between the medical registrars.

There is a minimum of 2 hours per week medical learning, which includes:

- Paediatric Update, Big rangitoto room (level 3), Wednesdays 0800-0900
- Registrar Teaching, Henley Room CEC, every 4 weeks on Wednesday from 1-5pm
- FRACP part 1 teaching, Thursdays 1500-1700
- Starship Grand Round, Big rangitoto room (level 3), Fridays 1300-1400

Section 3: Roster

Hours of Work

During the winter months, mid July until mid October, depending on patient volumes, extended cover is required for the increased workload. During this period all off-site call duties are changed to on-site duties and two registrars work concurrent evening and weekend shifts.

The hours of work of the Paediatric Registrars are as follows:

- | | | |
|--|---------------------|-------------|
| • Ordinary hours | Monday to Friday | 0800 - 1700 |
| • Long days on site | Monday to Friday | 0800 - 2230 |
| • | | |
| • Night Duty | Monday to Sunday | 2200 - 0800 |
| • Weekend ward round on site | Saturday and Sunday | 0800 – 1700 |
| • Weekend ward round on call off site (following ward round) | Saturday and Sunday | 1700 – 2230 |
| • Weekend long day on site | Saturday and Sunday | 0800 – 2230 |
| • Clinical Administration day | Monday to Friday | 0800 - 1700 |
| • Winter roster: Ward calls shifts 1000-2230 | | |
- Each Registrar contributing to the roster will be rostered up to two sets of RDO's not abutting a weekend free of duty per four month rotation.
 - All Paediatric Registrars will be allocated two clinical administration days per four month rotation.

Section 4: Cover

Other Resident and Specialist Cover

There are 13 subspeciality Paediatric Registrars

- 3 Cardiology Registrars
- 2 Respiratory Registrars
- 2 Oncology Registrars
- 1 Endocrinology Registrar
- 1 Gastroenterology Registrar
- 1 Neurology Registrar
- 1 Infectious Diseases/Immunology Registrar
- 1 Renal Registrar
- 1 Renal Registrar

There is also:

- 1 Child Protection Registrar
- 4 General Paediatric Registrars
- 1 Consult Liaison Registrar
- 1 Outpatient Clinic Registrar
- There are six Paediatric Registrar Relievers who will cover the duties of the Registrars on leave, night duties, sleep days rostered days off (RDO) and clinical administration days.

There is a consistent workload Monday to Friday (ordinary hours) for 4 General Paediatric Registrars and daily staffing numbers will be maintained at this level.

- 4 FTE will be remunerated as per the salary in section 6 of the run description

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>The Registrar will:</p> <ul style="list-style-type: none"> At the outset of the run meet with their assigned supervisor(s) 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(s); 	<p>The service will provide:</p> <ul style="list-style-type: none"> An initial meeting between the supervisor(s) 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 half way through the run, after discussion between the Registrar and the supervisor(s) responsible for them; The opportunity to discuss any deficiencies identified during the attachment. The supervisor(s) 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

Summer Roster

Average Working Hours		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	-1.60	
Rostered additional hours	14.70	
All other unrostered hours To be confirmed by a run review	TBC	
Total Hours	53.10	

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

Total hours fall above mid-range of the salary band, therefore the category will be remunerated as a Category C until a run review can be completed to confirm the unrostered hours.

Extended Winter Roster

- Starting May until October (13 weeks total) extra hours are rostered for the expected increased winter work load.
- During winter there will be two registrars on duty to cover acute call from 1700 to 2230 during the week One extra registrar will also be rostered on duty for ward rounds 1000 to 2230 over the weekend.

Average Working Hours		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	-2.40	
Rostered additional hours	16.24	
All other unrostered hours To be confirmed by a run review	TBC	
Total Hours	53.84	

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

Total hours fall above mid-range of the salary band, therefore the category will be renumerated as a Category C until a run review can be completed to confirm the unrostered hours.