

POSITION:	Registrar
DEPARTMENT:	Paediatrics Neurology, Developmental & Metabolic
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Manager, 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 Paediatrics Neurology, Developmental & Metabolic Services.
RUN RECOGNITION:	This run is recognised by the Royal Australasian College of Physicians.
RUN PERIOD:	6 months

Section 1: Registrar’s Responsibilities

Area	Responsibilities
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. • Review of 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	<p>Responsibilities include all patients under and referrals to the Neurology and Developmental Paediatrics service and the Paediatric Metabolic service when there is no designated Metabolic Registrar.</p> <ul style="list-style-type: none"> • Daily ward rounds and reviewing the above patients. • Attend outpatient clinics (including at Wilson Centre site). • Implement management and treatment for the above patients. • Arrange appropriate investigations and ensure follow up of results.

Area	Responsibilities
	<ul style="list-style-type: none"> • 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. • Perform required procedures as necessary. • Liase with other staff members, departments and health professionals in the management of patients. • 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 within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor. <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

Trainign and Education					
	Monday	Tuesday	Wednesday	Thursday	Friday
0800	Handover	Handover	Update 0800-0900	Handover	Handover
0900	Consultant Ward Round	0900 Wilson Centre clinic		Developmental Paediatrics Clinic	Consultant Ward round
0915			Consultant Ward Round		1130 Neuroimaging Conference
1230	Neurology Clinic				
1300					Grand Round 1300-1400
1500					
				FRACP part 1 Teaching 1500-1700	

Note: dates and times for the sessions above may change.

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

- Starship Update Wednesdays 0800 - 0900
- Registrar Teaching, Henley Room, CEC Every 4 weeks on Wednesdays – 1300-1700
- FRACP part 1 teaching Thursdays 1500 - 1700
- Starship Grand Round Fridays 1300 – 1400

Section 3: Roster

Other Resident and Specialist Cover		
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
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• 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 call 1000-2230 at weekends		
• 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
<ul style="list-style-type: none">• Cover for sickness is provided by the short notice reliever (when available), or by the payment of additional duties or cross cover (as per the collective agreement.)
There are 13 subspeciality Paediatric Registrars
<ul style="list-style-type: none">• 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 Rehab Registrar
There is also
<ul style="list-style-type: none">• 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.

Section 5: Performance appraisal

Registrar	Service
<ul style="list-style-type: none">• The Registrar will:• 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 Consultant;	<ul style="list-style-type: none">• The service will provide,• 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 halfway through, 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

Summer Roster

In accordance with clause 12.1.2b of the SToNZ MECA, where there are week days completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hours calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per Appendix 3: Transition Provisions – Translation to the Salary Categories in Clause 12 of the SToNZ MECA, where an RMO joins SToNZ and the published roster has weekday RDOs and these will be observed
2. There are week day RDOs as part of the roster

Where this applies the category for the run is set out below:

Average Working Hours - SToNZ Run Category (RDO's are observed)		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	14.70	
All other unrostered Hours To be confirmed by a run review	3.93	
Total Hours	57.03	

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

Where no weekday RDOs are observed, the following run category will apply:

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40.00	Together, The Service with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	14.70	
All other unrostered hours To be confirmed by a run review	3.93	
Total hours per week	58.63	

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

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
- One extra registrar will also be rostered on duty for ward rounds 1000 to 2230 over the weekend.

In accordance with clause 12.1.2b of the SToNZ MECA, where there are week days completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hours calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per Appendix 3: Transition Provisions – Translation to the Salary Categories in Clause 12 of the StoNZ MECA, where an RMO joins StoNZ and the published roster has weekday RDOs and these will be observed
2. There are week day RDOs as part of the roster

Where this applies the category for the run is set out below:

Average Working Hours – StoNZ Run Category (RDO's are observed)		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	16.24	
All other unrostered Hours To be confirmed by a run review	3.00	
Total Hours	56.84	

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

Where no RDOs are observed, the following run category will apply:

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40.00	Together, The Service with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	16.24	
All other unrostered hours To be confirmed by a run review	3.00	
Total hours per week	59.24	

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