

RUN DESCRIPTION

POSITION:	Registrar – Renal
DEPARTMENT:	Renal
PLACE OF WORK:	North Shore Hospital and Waitakere Hospital
RESPONSIBLE TO:	Clinical Director and Business Manager of Renal
FUNCTIONAL RELATIONSHIPS:	Healthcare Consumers, hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients in the care of the Renal service, and patients with renal problems admitted under other teams.
RUN RECOGNITION:	This run is recognised by the RACP as a training position for specialist qualification.
RUN PERIOD:	6 months

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Ward Referrals	<ul style="list-style-type: none"> The registrar will be responsible for managing inpatients, ward referrals and consults within North Shore and Waitakere Hospitals. This will entail doing a ward round at North Shore Hospital on a daily basis (and triaging patients at Waitakere Hospital as required), as well as triaging and prioritising urgent calls. All cases will be discussed with the renal consultant who will accompany the registrar on their round twice weekly. A ward review letter will be dictated on Concerto for all patients seen.
Outpatients	<ul style="list-style-type: none"> The registrar will undertake a nephrology clinic, transplant clinic, Home dialysis clinics and one hypertension clinic weekly. All of these will be under consultant supervision and provide the opportunity for case discussion and teaching. The registrar will cover the Community Dialysis Unit under consultant supervision. The registrar will provide cover for the North Shore dialysis unit.
Dialysis Patients	<ul style="list-style-type: none"> The registrar will do reviews on haemodialysis patients under consultant supervision. The registrar will do a haemodialysis ward round weekly. Patients will be discussed with their primary nephrologist or the on call nephrologist. There will be one nephrology clinic weekly under consultant supervision and provides the opportunity for case based discussion and teaching.
Consults Registrar	<ul style="list-style-type: none"> The registrar will be responsible for managing ward referrals within North Shore Hospital and Waitakere Hospital. They will triaging and prioritising calls. They will admit new patients to the renal team. All cases will be discussed with the renal consultant who will also review the patients.

<i>Area</i>	<i>Responsibilities</i>
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; • Dictate ward reviews on Concerto on all inpatient referrals seen. • Dictate comprehensive clinic letters on all outpatients seen. • Dictate discharge summaries on patients that are discharged by their team and letters to General Practitioners following outpatient visits in a timely fashion; • Take responsibility for checking and acting on all laboratory results and other investigations the registrar has generated. • Make outpatient follow-up arrangements for inpatients seen as referrals who require ongoing renal follow up. • 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; • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 1. “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.” 2. “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. • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty. • As an RMO working at WDHB you will be provided with a Concerto login and a WDHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly.

Section 2: Weekly Schedule

Ward Registrar

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-1200	Consultant Ward Round and consults	Ward round	Ward round and consults 0900 MDT Meeting	Ward round and consults 1045-1130 ID meeting	MDT Meeting MDT Consultant Ward round and consults
1200-1700	1500-1700 Paper Round/ Ward Round	1200-1300 Auckland Renal Transplant Group meeting (week 1) 1400-1500 Radiology meeting (week 2 and 4) 1500- -1600 Journal club weekly (week 2, 3, 4 and 5) 1530-1630 Renal Histopathology Week 1 1600-1700 Paper Round/ Ward Round	12-1300 Renal Teaching 1500-1700 Paper Round/ Ward Round	 1500-1700 Paper Round/ Ward Round	 1500-1700 Paper Round/ Ward Round

Outpatients Registrar

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-1200	0800-1200 Transplant Clinic	0800-1200 CDC Dialysis and PD Unit 96 Apollo Drive	0800-1200 Procedures Ward 2	1030-1100 ID meeting 1100-1200 Renal transplant meeting	0800-0830 MDT Meeting 0830-1200 MDT Ward round
1200-1700	1200-1300 HT meeting 1300-1700 HT Clinic	1200-1300 Auckland Renal Transplant Group meeting Week 1 2-3pm Radiology meeting Week 2 and 4 1500-1600 Journal club week 2, 3, 4 and 5 1530-1630 Renal Histopathology Week 1 only	12-1300 Renal Teaching 1300-1700 CDC Dialysis and PD Unit 96 Apollo Drive	 1300-1700 CDC Dialysis and PD Unit 96 Apollo Drive	1300-1700 Covering dialysis

Dialysis Registrar

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-1200	North Shore Dialysis Unit	NS Dialysis Unit	North Shore Dialysis Unit	North Shore Dialysis Unit 1030-1100 ID meeting 1100-1200 Renal transplant meeting	0800-0830 MDT Meeting 0830-1200 MDT Ward round Or NSH Dialysis Unit
1200-1700	1200-1300 Vascular Radiology Meeting 1300-1700 North Shore Dialysis Unit	1200-1300 Auckland Renal Transplant Group meeting Week 1 1400-1500 Radiology meeting Week 2 & 4 1500-1600 Journal club week 2, 3,4, and 5 1530-1630 Renal Histopathology Week 1	12-1300 Renal Teaching North Shore Dialysis Unit	130—1700 North Shore Dialysis Unit	1300-1700 General Nephrology Clinic

Consults Registrar

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-1200	Consults and admissions	Consults and admissions	Consults and admissions	Consults and admissions 1030-1100 ID meeting 1100-1200 Renal transplant meeting	0800-0830 MDT Meeting 0830-1200 MDT Ward round
1200-1700	Research Project	1200-1300 Auckland Renal Transplant Group meeting Week 1 1400-1500 Radiology meeting Week 2 and 4 1500- -1600 Journal club week 2, 3,4, and 5 1530-1600 Renal Histopathology Week 1 Week 1 only 1600-1700 Paper Round/ Ward Round	12-1300 Renal Teaching 1300-1700 NSH General Nephrology Clinic	1300-1700 General nephrology clinic in waitakere	1300-1400 Medical Student bedside teaching 1400-1700 Consults and admissions

Section 3: Training and Education

Nature	Details
Protected Time	<p>The following educational activities will be regarded as part of normal duties</p> <ul style="list-style-type: none"> • Orientation at the beginning of the run • Vascular Radiology meeting 1200-1300 Mondays • Grand Round 1230-1330 Tuesdays • Auckland Renal Transplant Group 1200-1300 Tuesdays (Week 1 only) • Renal Radiology Meeting 1400-1500 Tuesdays (Week 2 and 4 only) • Renal journal club 1500-1600 Tuesday (Week 2 - 4) • Renal histopathology meeting 1530-1630 Tuesday (Week 1 only) • Infectious Disease 1030 – 1100 Thursday • Renal transplant meeting 1100-1200 Thursday • Renal RMO Teaching 120-1230 Thursday • Friday morning MDT ward round <p>The registrar is expected to contribute to the education of nursing, technical staff and medical students when requested.</p>

Section 4: Roster

Hours of Work							
<u>Ordinary hours of work</u>							
0800 - 1700 Monday to Friday (Normal Day)							
0800 - 2200 Week day long days – Approx 11 in 13 weeks							
0800 - 2200 Saturday day shifts for the Renal Service – every 1 in 5 weekends							
0800 - 1600 Sunday day shifts for the Renal Service – every 1 in 5 weekends							
The Renal Registrars will also contribute to a weekend general medical call roster along with other subspeciality registrars as below:							
2200 - 0800 Night Shifts for General Medicine –1 set in 26 weeks							
	M	T	W	T	F	S	S
WEEK 1						RWL	RWS
WEEK 2	R					X	X
WEEK 3		R				X	X
WEEK 4				R		X	X
WEEK 5					R	X	X
1 sets over run	N	N	N	N	Z	Z	Z
REG ROSTER KEY							
Shift	Shift Description					Times	
	Normal Day					0800-1700	
N	Nightshift					2200-0800	
R	Weekday Long Day					1700-2200	
RWL	Weekend Long Day					0800-2200	
RWS	Weekend Short Day					0800-1600	

<i>Hours of Work continued</i>
<ul style="list-style-type: none"> • Un-rostered hours allow for an emergency at the end of the shift. • The Registrar will not be present during the day on the Friday before starting a night shift. <p><u>Overnight from 2200 – 0800 there will be a consistent workload across the WDHB General Medicine and Medical Specialties:</u></p> <ul style="list-style-type: none"> • <u>A consistent workload for 2 Registrars overnight 2200 – 0800 Monday – Thursday for 15 weeks per run over summer</u> • <u>A consistent workload for 3 Registrars overnight 2200 – 0800 Monday – Thursday for 11 weeks per run over winter</u> • <u>A consistent workload for 3 Registrars overnight 2200 – 0800 Friday – Sunday all year</u> <p>Staffing levels for weekday long days and weekends do not vary in summer and winter and will instead remain consistent across the year.</p>

Section 5: Cover

<i>Other Resident and Specialist Cover</i>
Cover for planned and unplanned leave is provided by the Medical Relief pool.

Section 6: Performance Appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> • Ensure they arrange a formal meeting with their supervising consultant to assess and discuss their performance at the beginning of the attachment, and again at three and six months. • If deficiencies are identified, the Consultant will identify these with the Registrar who should implement a corrective plan of action under the advice of 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. • The Director of Basic Physician Training will be available to discuss problems and progress.

Section 7: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours	40.0	The Service together with RMO support Unit will be responsible for the preparation of any rosters.
Rostered additional hours (inc. nights, weekends & long days)	13.42	
All other unrostered hours To be confirmed by a run review	2.25	
Total hours per week	55.67	

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