

RUN DESCRIPTION

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

Section 1: Registrar's Responsibilities

	<i>Responsibilities</i>
Acute Call Responsibility	- 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	- Responsibilities include all patients under and referrals to both the Paediatric Oncology & Haematology services. Work for the Oncology / Haematology service is in conjunction with another full time Oncology/ Haematology registrar. - Daily ward rounds and reviewing the above patients. - Implement management and treatment for the above patients. - 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. • In conjunction with the second Registrar and the House Surgeon ensure problem lists are • Formulated and maintained up to date in the front of all inpatient notes. • Weekend plans will be formulated and in place. • Perform required procedures as necessary, including lumbar punctures and bone marrow biopsy under general anesthetic. • Liaise 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. • 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.
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Section 2: Training and Education

Training and Education		
MONDAY	Consultant Ward Round 1330 1600-1700	Theatre list Post Clinic meeting (27A meeting room)
TUESDAY	Split Ward Round 1030-1130 1230-1330	Paper Round (27B Interview Room) Teaching (27A meeting room)
WEDNESDAY	0800-0900 0900 1030-1130 1130-1200 1230-1330 1330-1400 1600-1700	Paediatric update (Rangitoto Room Lab Plus) Split Ward Round Paper Round (27B Interview room) ID meeting (27A meeting rm) Registrar Teaching (Pinnock room) Journal club (27A meeting room) Post Clinic meeting (27B work room)
THURSDAY	Consultant Ward Round 0830 1100-1130	Theatre list X-Ray Conference (Radiology department ,Level 1)
FRIDAY	Early Ward Round 0900-1000 1000-1100 1100	Combined Oncology Conference (Radiology department, Level 1) Paper Round (27A meeting room) Neuro Oncology Conference

1300-1400	(Radiology department, Level 1) Starship Ground Round (Rangitoto Room LabPlus)
Bolded – Highly recommended - Clinics happen every day, except Fridays. Feel free to ask any consultant / fellow to join and sit in their clinic. Note: dates and times for the sessions above may change. There is a minimum of 2 hours medical learning per week which includes the teaching sessions above.	

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 shifts 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:

- 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 subspecialty 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 Rehab 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.

Section 5: Performance Appraisal

<i>Registrar</i>	<i>Service</i>
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;	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 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:

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	2.51	
Total Hours	55.61	

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

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.