

# RUN DESCRIPTION

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

## Section 1: Registrar's Responsibilities

|                                  | <i>Responsibilities</i>   |
|----------------------------------|---|
| <b>Acute Call Responsibility</b> | <ul style="list-style-type: none"> <li>While on call the acute Paediatric Medical Registrar phone and Paediatric Resus pager are held.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Review of medical admissions to PICU.</li> </ul> |
| <b>Acute Call Responsibility</b> | <ul style="list-style-type: none"> <li>Responsibilities include all patients under and referrals to both the Paediatric Oncology &amp; Haematology services. Work for the Oncology/ Haematology service is in conjunction with another full time Oncology/ Haematology registrar.</li> <li>Daily ward rounds and reviewing the above patients.</li> <li>Implement management and treatment for the above patients.</li> <li>Arrange appropriate investigations and ensure follow up of results.</li> <li>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</li> </ul>  |

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|  | <p>printed name accompanying the signature.</p> <ul style="list-style-type: none"> <li>• In conjunction with the second Registrar and the House Surgeon ensure problem lists are</li> <li>• formulated and maintained up to date in the front of all inpatient notes.</li> <li>• Weekend plans will be formulated and in place.</li> <li>• Perform required procedures as necessary, including lumbar punctures and bone marrow biopsy under general anesthetic.</li> <li>• Liaise with other staff members, departments and health professionals in the management of patients.</li> <li>• Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>• 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.</li> </ul> <p><b>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.</b></p> |
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## Section 2: Training and Education

| Training and Education   |                              |  |
|--|------------------------------|--|
| <b>MONDAY</b>  | <b>Consultant Ward Round</b> |  |
|  | 1330                         | Theatre list   |
|  | 1600-1700                    | Post Clinic meeting (27A meeting room)                                 |
| <b>TUESDAY</b>   | <b>Split Ward Round</b>      |  |
|  | 1030-1130                    | <b>Paper Round</b> (27B Interview Room)                                |
|  | 1230-1330                    | <b>Teaching</b> (27A meeting room)                                     |
| <b>WEDNESDAY</b>   | 0800-0900                    | <b>Paediatric update</b><br>(Rangitoto Room LabPlus)                   |
|  | 0900                         | <b>Split Ward Round</b>  |
|  | 1030-1130                    | <b>Paper Round</b> (27B Interview room)                                |
|  | 1130-1200                    | <b>ID meeting</b> (27A meeting rm)                                     |
|  | 1230-1330                    | <b>Registrar Teaching</b> (Pinnock room)                               |
|  | 1330-1400                    | <b>Journal club</b> (27A meeting room)                                 |
|  | 1600-1700                    | Post Clinic meeting (27B work room)                                    |
| <b>THURSDAY</b>  | <b>Consultant Ward Round</b> |  |
|  | 0830                         | Theatre list   |
|  | 1100-1130                    | <b>X-Ray Conference</b><br>(Radiology department ,Level 1)             |
| <b>FRIDAY</b>  | <b>Early Ward Round</b>      |  |
|  | 0900-1000                    | <b>Combined Oncology Conference</b><br>(Radiology department, Level 1) |
|  | 1000-1100                    | <b>Paper Round</b> (27A meeting room)                                  |
|  | 1100                         | <b>Neuro Oncology Conference</b><br>(Radiology department, Level 1)    |
|  | 1300-1400                    | <b>Starship Ground Round</b><br>(Rangitoto Room LabPlus)               |
| <ul style="list-style-type: none"> <li>• <b>Bolded – Highly recommended</b></li> </ul> |                              |  |

- Clinics happen everyday, 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   |                     |             |
|---|---------------------|-------------|
| • 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 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:

| Other Resident and Specialist Cover   |
|---|
| <ul style="list-style-type: none"> <li>• 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.)</li> <li>• There are 13 subspeciality Paediatric Registrars</li> <li>• 3 Cardiology Registrars</li> <li>• 2 Respiratory Registrars</li> <li>• 2 Oncology Registrars</li> <li>• 1 Endocrinology Registrar</li> <li>• 1 Gastroenterology Registrar</li> <li>• 1 Neurology Registrar</li> <li>• 1 Infectious Diseases/Immunology Registrar</li> <li>• 1 Renal Registrar</li> <li>• 1 Rehab Registrar</li> </ul> <p>There is also:</p> <ul style="list-style-type: none"> <li>• 1 Child Protection Registrar</li> <li>• 4 General Paediatric Registrars</li> <li>• 1 Consult Liaison Registrar</li> <li>• 1 Outpatient Clinic Registrar</li> <li>• 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.</li> </ul> |

## Section 5: Performance Appraisal

| <i>Registrar</i>  | <i>Service</i>   |
|---|--|
| <p>The Registrar will:</p> <ul style="list-style-type: none"> <li>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</li> <li>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> </ul> | <p>The service will provide:</p> <ul style="list-style-type: none"> <li>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.</li> <li>An interim assessment report on the Registrar halfway through the run, after discussion between the Registrar and the Consultant responsible for them;</li> <li>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;</li> <li>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.</li> </ul> |

## 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:

- 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
- 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<br>(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   | 2.51         |   |
| <b>Total Hours</b>   | <b>55.61</b> |   |

**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 - STOnZ Run Category<br>(not observing RDO's) |              | Service Commitments   |
|---|--------------|---|
| Ordinary Hours  | 40.00        | The Service, together with the RMO Unit will be responsible for the preparation of any Rosters. |
| Rostered additional hours   | 14.70        |   |
| All other unrostered hours  | 2.51         |   |
| <b>Total Hours</b>  | <b>57.21</b> |   |

**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.

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:

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

| Average Working Hours - STONZ Run Category<br>(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<br><b>To be confirmed by a run review</b> | 3.00         |   |
| <b>Total Hours</b>   | <b>56.84</b> |   |

**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 - STOnZ Run Category<br>(not observing RDO's)  |              | Service Commitments   |
|--|--------------|---|
| Ordinary Hours   | 40.00        | The Service, together with the RMO Unit will be responsible for the preparation of any Rosters. |
| Rostered additional hours  | 16.24        |   |
| All other unrostered hours<br><b>To be confirmed by a run review</b> | 3.00         |   |
| <b>Total Hours</b>   | <b>59.24</b> |   |

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