



RUN DESCRIPTION

POSITION:	Registrar – Medical Reliever
DEPARTMENT:	Department of Medicine
PLACE OF WORK:	North Shore Hospital
RESPONSIBLE TO:	Clinical Director Medicine, Service Manager Medical Services.
FUNCTIONAL RELATIONSHIPS:	15 Consultant Teams and 15 subspeciality positions at NSH.
PRIMARY OBJECTIVE:	<ul style="list-style-type: none"> To facilitate the management of inpatients under the care of Medical Services. To provide leave/night relief cover for registrars working in the Medical Service.
RUN RECOGNITION:	That the run is accredited by the RACP for the training of basic and medical and advanced trainees.
RUN PERIOD:	6 Months

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<p>Responsible for the clinical assessment, investigation, diagnosis and treatment of patients under the Medical Consultants.</p> <ul style="list-style-type: none"> To facilitate the safe and efficient management of patients in the care of the Medical Service under the supervision of the Consultant. The registrar will attend rostered outpatient clinics and will endeavour to see outpatients at their scheduled appointment time. Clinics will be conducted during ordinary hours under the supervision of the consultants, outpatients not previously seen in the department, or who are to be discharged, will be discussed with a Consultant Physician when possible. Be responsible for the admission, assessment and care of patients in the team, under the supervision of the Consultant. Keep the Specialist and team on call informed about acute admissions where appropriate, particularly in the case of seriously ill patients. Carry out, with the House Officer a daily ward round in ordinary hours, and when rostered on duty, in order to oversee ongoing investigation and management of the inpatients.

WDHB Medical Reliever Rotator Run Description – Effective 12 December 2011

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<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> • To receive general practice enquiries regarding admissions or management issues involving medical patients. • To participate in research projects within the department of Medicine. • To participate in clinical audit within the department.

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	<p>The Registrar will attend weekly (unless attendance is required for an emergency) the:</p> <ul style="list-style-type: none"> • NSH/WTH Medical Journal Club Monday 1230 - 1315 • Medical Grand Round 1230 – 1330 Conference Room 1. • Preparation for the written and clinical FRACP. The teaching is held between 1300 – 1600 on Wednesdays at North Shore Hospital (and occasionally Auckland). Video conference facilities are available at both North Shore and Waitakere Hospitals and the expectation is that Registrar's preparing for the FRACP will attend. • Assist when agreed with junior medical staff teaching programmes. • Registrars may be requested to present case summaries and topic reviews.

Section 3: Roster

Hours Of Work

Ordinary hours:

- Monday to Friday 8.0 hours per day: 0800 – 1600
- Acute Admitting Long Day 0800 – 2230
- Post Acute Ward Rounds 0800 – 1600
- Night shifts 14 to 21 night shifts per quarter: 2200 – 0800
- Day shifts Saturday and Sunday from: 0800 – 1600 hours
- Non-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,

After hours the Registrars will be responsible for patients under the care of the Division of Medicine and Health of Older People Services.

Relievers will be allocated to cover the duties of the Registrars on leave or night duty across General Medicine or Medical Subspecialties.

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Section 4: Performance appraisal

Registrar	Service
<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 two or three and four or six months, dependant on the run period. • 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 5: Hours and Salary Category

Average Working Hours	Service Commitments
Basic hours 40.0	
Rostered additional hours (inc. nights, weekends & long days) 14.0	
All other unrostered hours 4.0	
Total hours per week 58.0	

Salary

The Salary for this attachment will be as detailed as a Category A+ run for North Shore Hospital to be confirmed by a run review