

RUN DESCRIPTION

POSITION:	Registrar – Renal
DEPARTMENT:	Renal
PLACE OF WORK:	Waitemata District Health Board – 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 inpatient ward referrals and consults within North Shore and Waitakere Hospitals. This will entail doing a referrals ward round at North Shore Hospital on a daily basis (and seeing patients at Waitakere Hospital as required), as well as triaging and prioritising urgent calls. All cases will be discussed with the renal referrals consultant who will accompany the registrar on his/ her round twice weekly. A ward review letter will be dictated on Concerto for all patients seen. An important part of this role will be liaising with the Auckland Hospital renal team for patients who require transfer there for acute dialysis.
Outpatients	<ul style="list-style-type: none"> The registrar will undertake 1 nephrology clinic, 1 transplant clinic, and one hypertension clinic weekly. All of these will be under consultant supervision and provide the opportunity for case discussion and teaching.
Dialysis Patients	<ul style="list-style-type: none"> The registrar will do at two 6-monthly reviews on haemodialysis patients fortnightly and one dialysis ward round fortnightly. These will be under consultant supervision.
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;

WDHB - Renal Registrar Run Description- Effective 12 December 2011

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Area	Responsibilities
	<ul style="list-style-type: none"> • Dictate 1 ward review for 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

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-1200	0800-1000 Waitakere Dialysis patient reviews and ward round (fortnightly) 1030-1230 Referrals Round	Transplant Clinic (supervised)	Referrals Round	0800-0830 Renal journal club 0830-0900 Case presentations 0900-0930 Renal consultant teaching	Referrals Round
12.30-1.30	Medicine Journal Club	Grand Round			
pm	Renal Clinic (supervised)	Referrals Cover 1600-1700 Medical Registrar Teaching	Administration	Referrals Cover	Hypertension Clinic (supervised)

Section 3: Training and Education

Nature	Details
Protected Time	<p><i>The following educational activities will be regarded as part of normal duties</i></p> <ul style="list-style-type: none"> - Orientation at the beginning of the run - Medicine journal club 1230 – 1.30 Mondays - Grand Round 1230-130 Tuesdays - Medical registrar teaching 1600-1700 Tuesdays - Renal meeting 0800-0930 Thursday (Journal Club / Case Presentations / Consultant Teaching). <p><i>The registrar is expected to contribute to the education of nursing, technical staff and medical staff when requested.</i></p>

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Section 4: Cover

Other Resident and Specialist Cover

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

Additional out of hours cover is provided by the General Medicine Registrars

Section 5: Roster

Registrars will be required to work between 0800 and 1700 Monday to Friday inclusive.

There is no renal out of hours call but registrars will contribute to a weekend general medical call roster along with other subspeciality registrars as below:

- Night shifts will occur on Friday/Saturday nights only: 2200 – 0800 approx 1set in 6 weekends
- Day shifts Saturday and Sunday: 1300 – 2300 approx 1set in 8 weekends
- 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.
- On average the Registrar will work four weekend night shifts and two weekend day shifts for the general medical service every ten weeks.

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.

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Section 7: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours	45.0	The Service together with RMO support will be responsible for the preparation of any rosters.
Rostered additional hours (inc. nights, weekends & long days)	5.48	
Note: this includes rostered Monday to Friday 1600-1700		
All other unrostered hours	3.0	
Total hours per week	53.48	

Salary

The Salary for this attachment will be as detailed in a Category **C** run, to be confirmed by a run review.