

# RUN DESCRIPTION

<b>POSITION:</b>	Relief Registrar
<b>DEPARTMENT:</b>	General Medicine, Medical Services
<b>PLACE OF WORK:</b>	Counties Manukau District Health Board including Middlemore Hospital and other related sites
<b>RESPONSIBLE TO:</b>	Service Manager and Clinical Director through their supervising Consultant(s) and the Clinical Head.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health care consumers Hospital and community based health care workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of inpatients under the care of Medical Services. To provide relief cover for Registrars working in Medical Services.
<b>RUN RECOGNITION:</b>	This run is eligible for recognition as part of an appropriate training program for specialist qualification.
<b>RUN PERIOD:</b>	6 months

## Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical Duties</b>	<ul style="list-style-type: none"> <li>The Registrar will supervise the work of a House Officer, with whom they will organise the investigation and management of inpatients under the care of the department, requesting assistance from the Consultant on call when required. The Registrar is expected to ensure their patients are safely and efficiently handed over and to liaise with the other health professionals in the unit to ensure the required level of coordinated care to the patients is achieved and maintained.</li> <li>The Registrar will ensure that all inpatients are seen daily during the week and on Saturday and Sunday mornings when the team is on weekend call. This may be delegated at appropriate times to the House Officer.</li> <li>Post-acute Saturday and Sunday ward rounds will be conducted in conjunction with the consultant (ie after Friday and Saturday on-call duties).</li> <li>The Registrar will be available to attend Consultant ward rounds and will have a current knowledge of the progress of inpatients under their care.</li> <li>The Registrar will maintain a high standard of communication with patients, patients' families and staff. The Registrar will confer at all times with other clinical team members regarding discharge planning and progress of patients.</li> </ul>

CMDHB General Medicine Relief Registrar Run Description - Effective 12 December 2011

**Disclaimer:** Please note that this run description is current at time of publication, however this information can be subject to change. It is your responsibility to ensure that you have the most up to date version if you will be relying on the information enclosed. Please contact RMO Support for further information.

Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Acute admitting duties are shared by five teams on all days of the week (including weekends). Additional weekend duty includes post-acute rounds, review of patients under care of the other team/s on the home ward, and discharge rounds.</li> <li>• The Registrar will confer at all times with other clinical team members regarding discharge planning and progress of patients.</li> <li>• The Registrar will attend rostered outpatient clinics and will endeavour to see outpatients at their scheduled appointment time. Outpatients not previously seen in the Department, or who are to be discharged, will be discussed with a Consultant Physician when possible.</li> <li>• Clinical skills, judgement and knowledge are expected to improve during the attachment.</li> <li>• CMDHB Clinical Board policies are to be followed at all times.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• The Registrar will review the Electronic Discharge Summaries (EDS) prepared by the team House Officer. The Registrar will send an amended EDS or dictate an additional letter to the GP after patient's discharge from hospital when complexity of diagnosis and management, or results of investigations available after discharge, makes this necessary.</li> <li>• The Registrar is responsible for the accuracy of the principal and secondary diagnoses and treatment/management and procedures performed recorded on the EDS.</li> <li>• Legible notes will be written in patient charts on assessment / admission, and whenever management changes are made. All documentation should comply with CMDHB Clinical Board documentation policy.</li> <li>• All instructions (including drugs, IV fluids and nursing instructions) will be accurately and legibly recorded and legibly signed.</li> <li>• The Registrar is responsible for the completion of death certificates for patients who have been under their care, although this may be delegated to a House Officer.</li> <li>• The Registrar will be expected to participate in audit programmes within Internal Medicine and, in particular, will be responsible for completion of a mortality audit form for each patient dying under his/her care and presenting this to the Consultant.</li> <li>• A letter will be written to the patient's GP after each outpatient visit.</li> <li>• The results of all investigations will be sighted and signed electronically. The responsibility for results relating to inpatients may be shared with the team House Officer. The Registrar will refer results to the Consultant where there is uncertainty about the significance of the result.</li> <li>• The Registrar will attend the weekly Medical Division Clinical Meeting. There is mandatory attendance at the monthly Mortality Review Meeting and the quarterly Orientation and Quality Assurance meetings (unless on urgent clinical duties).</li> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines which state:</li> <li>• "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."</li> </ul>

CMDHB General Medicine Relief Registrar Run Description - Effective 12 December 2011

**Disclaimer: Please note that this run description is current at time of publication, however this information can be subject to change. It is your responsibility to ensure that you have the most up to date version if you will be relying on the information enclosed. Please contact RMO Support for further information.**

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• “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.”</li> <li>• If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or, if after hours the Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty</li> <li>• As an RMO working at CMDHB you will be provided with a Concerto login and CMDHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly</li> </ul>

## Section 2: Training and Education

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>a.m.</b>	0800 – Medical Handover	0800 – Medical Handover  1145 – Radiology Conference	0800 – Medical Handover	0800 – Medical Handover  1145 – General Medicine Journal Club	0800 – Medical Handover
<b>p.m.</b>	1215 – SACS Lecture Series (every 4th week)		1300 – Medical Teaching @ ADHB		12.15 – Medical Grand Round

Note: dates and times for the sessions above may change.

Other teaching is available depending on the sub-speciality of interest. Please refer to Southnet for days and times.

<i>Education</i>
<p>Through example and supervision the Registrar will actively contribute to the education of House Officers. On occasion, the Registrar may be requested to teach other health care workers and medical students.</p> <p>There will be a minimum of 4 hours of educational sessions per week which includes specialist Registrar training at Auckland Hospital when clinical duties allow, and the weekly Medical Division Clinical Meeting.</p>
<i>Research</i>
<p>A clinical research project may be undertaken during the attachment subject to approval by the Manager, Medical Services and the Clinical Head - Internal Medicine. Quality improvement activities, such as clinical audit, are also encouraged.</p>

## Section 3: Roster

<i>Roster</i>
---------------

CMDHB General Medicine Relief Registrar Run Description - Effective 12 December 2011

**Disclaimer: Please note that this run description is current at time of publication, however this information can be subject to change. It is your responsibility to ensure that you have the most up to date version if you will be relying on the information enclosed. Please contact RMO Support for further information.**

### Roster

As per employment agreement.

### Section 4: Cover

#### Other Resident and Specialist Cover

From 8am to 8pm Monday to Friday a Senior Medical Officer is based in Emergency Care.  
The B Call Consultant is on call to come back to the hospital if required from 4pm to 8am the following day.

### Section 5: Performance appraisal

Registrar	Service
<p><i>The Registrar will;</i></p> <ul style="list-style-type: none"><li>• At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time;</li><li>• Ensure a mid run assessment is completed after discussion between the Registrar and the consultant responsible for them;</li><li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li><li>• Sight and sign the final assessment report provided by the service.</li></ul>	<p><i>The service will provide;</i></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 six (6) weeks into 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

Average Working Hours	Service Commitments
Basic hours (Mon-Fri) 40	The Service will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days) 14.9	
All other unrostered hours 5	
Total hours per week 59.9	

**Salary** The salary for this attachment will be as detailed in an **A+** Run Category., to be confirmed by a run review.

CMDHB General Medicine Relief Registrar Run Description - Effective 12 December 2011

**Disclaimer:** Please note that this run description is current at time of publication, however this information can be subject to change. It is your responsibility to ensure that you have the most up to date version if you will be relying on the information enclosed. Please contact RMO Support for further information.