

# RUN DESCRIPTION

<b>POSITION:</b>	Renal Registrar
<b>DEPARTMENT:</b>	Department of Renal Medicine
<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 Head
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health care consumers Hospital and community based health care workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the safe and effective management of patients under the care of Department of Renal Medicine
<b>RUN RECOGNITION:</b>	This run is recognised by the RACP as a training position for specialist qualification
<b>RUN PERIOD:</b>	6 months

## Section 1: Registrar's Responsibilities

Area	Responsibilities
<b>Clinical Duties</b>	<ul style="list-style-type: none"> <li>• The Registrar will work under the supervision of the renal physicians. The Registrar's clinical work routine will include the following activities: <ul style="list-style-type: none"> <li>– Daily ward rounds with appropriate consultant liaison on renal inpatients on Ward 1 and outlying Wards during Monday to Friday (including a combined teaching ward round on Fridays) when on the Ward Rotation</li> <li>– Daily ward rounds with appropriate consultant liaison on all consultations directed to the Department of Renal Medicine from other hospital departments when on the Consult Rotation</li> <li>– Attending the Department of Medicine hand-over meeting daily when on the Consult Rotation</li> <li>– 1 weekly transplant clinic, 2 dialysis drop-in clinics per week, and research/audit activities when on the Dialysis Rotation</li> <li>– 1 weekly outpatient clinic to be held at Manukau/Botany Downs SuperClinics</li> <li>– Performing cardiological testing (ETT, DSE) for renal patients as required</li> <li>– Inserting and removing tunnelled and untunnelled central venous lines as required</li> <li>– Attending urgent clinical problems in dialysis units as required</li> </ul> </li> </ul>

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Area	Responsibilities
	<ul style="list-style-type: none"> <li>– Assisting with the assessment / admission of Internal Medicine referrals in the Emergency Department or the Assessment and Discharge Unit during Renal on-call rostered duties, at the request of the Renal Consultant. This request may be made to the Renal Consultant from the Internal Medicine service in situations where there are more than 12 patient waiting and the B-call Internal Medicine Consultant has been already called in.</li> <li>• The Registrar will read and note the medical standard operating procedures manuals (SOPs) and will note and follow numerous other protocols relating to the work of the Department of Renal Medicine.</li> <li>• The Registrar will supervise the work of House Officers, with whom they will organise the investigation and management of inpatients under the care of the department, requesting assistance from the consultant 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 department to ensure the required level of coordinated care to the patients is achieved and maintained.</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> <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, ensuring correct and complete communication regarding medications and dialysis prescriptions / goal weights for dialysis patients. The Registrar will send an amended EDS or dictate an additional letter to GPs after patients' discharge from hospital when complexity of diagnosis and management, or results of investigations makes this necessary.</li> <li>• The Registrar is responsible for the accuracy of the principal and secondary diagnoses and treatment / management and procedures performed as recorded on the EDS.</li> <li>• Legible signed and dated 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>• Legible signed and dated instructions (including drugs, IV fluids, dialysis prescriptions and nursing instructions) will be written in patient charts.</li> <li>• The Registrar is responsible for the completion of Inpatient Consultation Summaries for all consultations where there is follow-up by the department, or when complexity of diagnosis and management, or results of investigations makes this necessary.</li> <li>• The Registrar is responsible for the completion of Procedure Notes following surgical lists or procedures for which they are responsible.</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 Department of Renal Medicine and, in particular, will be responsible for completion of a mortality audit form for each patient dying under their care and presenting this to the Consultant.</li> <li>• At Nephrology outpatient clinic, the Registrar will clerk patients as per</li> </ul>

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Area	Responsibilities
	<p>recommendations of the Department of Renal Medicine and dictate letters to GPs (and other specialists where necessary).</p> <ul style="list-style-type: none"> <li>• The results of all investigations ordered on renal inpatients and consults will be sighted and signed electronically daily. The responsibility for results relating to patients may be shared with the team House Officer. The Registrar will refer results to the Consultant where there is uncertainty about their significance.</li> <li>• The Registrar is expected to attend the weekly Department of Renal Medicine Multi-disciplinary Meeting and weekly combined Radiological-Surgical 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:             <ol style="list-style-type: none"> <li>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."</li> <li>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."</li> </ol> </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

	Monday	Tuesday	Wednesday	Thursday	Friday
<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.

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### *Education*

Through example and supervision the Registrar will actively contribute to the education of House Officers. The Registrar may be required to participate in the education of other junior medical staff in the hospital and also may be involved in the teaching of nursing and technical staff.

The Registrar is also expected to present at CME meetings, journal club, other Nephrology meetings and Department of Medicine Grand rounds.

The run includes a minimum of 4 hours of educational sessions per week, including the Friday lunch-time Middlemore Grand round and Friday afternoon teaching sessions. As far as possible, the Registrar will be released to attend the Wednesday afternoon educational sessions at Auckland Hospital aimed to meet the needs of candidates sitting FRACP Part 1.

- Consultant teaching session weekly
- Other Renal department academic activities
- Audit project or publishable case report

If a Registrar is post FRACP Part 1, their medical education time may be devoted to an appropriate research project or quality assurance project as agreed with the supervising consultant.

### *Research*

A clinical research project may be undertaken during the attachment subject to approval by the Clinical Head and Service Manager of Renal Medicine. Quality improvement activities, such as clinical audit, are also encouraged.

## **Section 3: Roster**

### *Roster*

- 5 long days in 4 weeks 0800-2200
- 1 in 4 weekends (1x 0800-2200, 1 x 0800-1600)
- Monday to Friday 0800-1600

## **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.

A Renal Consultant is available if required 24/7.

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## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<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

<i>Average Working Hours</i>	<i>Service Commitments</i>								
<table> <tr> <td>Basic hours (Mon-Fri)</td> <td style="text-align: right;">40</td> </tr> <tr> <td>Rostered additional hours (inc. nights, weekends &amp; long days)</td> <td style="text-align: right;">19.9</td> </tr> <tr> <td>All other unrostered hours</td> <td style="text-align: right;">5.0</td> </tr> <tr> <td>Total hours per week</td> <td style="text-align: right;">64.9</td> </tr> </table>	Basic hours (Mon-Fri)	40	Rostered additional hours (inc. nights, weekends & long days)	19.9	All other unrostered hours	5.0	Total hours per week	64.9	<p>The Service will be responsible for the preparation of any Rosters.</p>
Basic hours (Mon-Fri)	40								
Rostered additional hours (inc. nights, weekends & long days)	19.9								
All other unrostered hours	5.0								
Total hours per week	64.9								

**Salary** The salary for this attachment will be as detailed in a **B** Run Category.

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