



RUN DESCRIPTION

POSITION:	Obstetrics and Gynaecology Registrar
DEPARTMENT:	Obstetrics and Gynaecology, Womens Health
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	General Manager Women's Health through their Consultant, the Clinical Directors of Obstetrics and Gynaecology and Service Manager Women's Health
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based multi-disciplinary healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Obstetrics and Gynaecology Service.
RUN RECOGNITION:	
RUN PERIOD:	6 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	<ul style="list-style-type: none"> The Registrar will function as an important and coordinating part of a clinical team led by a Team Leader. Clinical responsibility will be to the Team Leader and Senior Medical Officers of that team as well as to those of other teams with which the Registrar may be rostered from time to time. All Registrars will be provided with a Daily Schedule which will determine their normal working hours (0800-1600) obligations and indicate to which Consultant they are primarily responsible for that clinical activity. Where emergencies preclude attendance to a scheduled activity, the Consultant to whom the Registrar is responsible for that activity must be informed; or where that is not possible, the Team Leader. Responsibilities will include all patients admitted under the team to which the Registrar is assigned, as well as the out-patients of that team. As well as this, the Registrar is responsible to follow up on any patient whom they have operated on, regardless of team. The Registrar will attend acute and elective admissions to the service, ensure that a comprehensive problem list has been constructed and determine an investigation and management plan; where indicated, including discussion with the relevant Senior Medical Officer.

ADHB- O&G Registrar Run Description- Effective 7 December 2009

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"> • On night shifts (2200h – 0800h), the Registrar will attend acutely to any patient admitted on the ward, at the request of the Charge Midwife, Charge Nurse, Clinical Midwifery Advisor or Clinical Nurse Advisor, where applicable. They will consult as required with the Senior Medical officer on duty. Where the workload at night requires the Senior Medical Officer to attend, the Registrar is responsible to advise the Senior Medical Officer of such and request their attendance. • The Registrar will ensure that all inpatients will be attended at least daily on week days by a member of the team and will be available for ward rounds performed by the Consultant (unless detained by a clinical emergency). The Registrar will be available to attend or advise on the care of patients at the request of the House Officer or nursing staff within the hours rostered. • The Registrar will ensure hand-over of complex patient problems to the On Call team Registrar at the change of duty where such complexity determines that hand-over should be at Registrar level. Likewise, where complexity necessitates; the Registrar will ensure handover of patients back to their original team after the post-acute ward round following the Registrar's On Call day. • The Registrar will attend the Labour and Birth Unit and Women's Assessment unit when rostered and will coordinate the obstetric management of patients; and attend to any problems as requested by the Consultant and/ or Midwifery staff. • The Registrar will attend outpatient Antenatal and Gynaecology Clinics as indicated by their Daily Schedules. (promptly and for the duration thereof), to assess patient problems and initiate or review management plans and investigations in consultation with the relevant Senior Medical Officer. • The Registrar will assist in Theatre when requested by the Specialist or when indicated by the Daily Schedule. The Registrar has a responsibility for ensuring continuity of team care for all patients operated on by the registrar acutely as well as those of operating lists the Registrar has attended.
Administration	<ul style="list-style-type: none"> • Legible notes will be written in patient charts in outpatient clinics, on admission, daily and whenever management changes are made. • Gynaecology patients and complicated postnatal patients being discharged should have a dictated letter sent to their GP and/or LMC. Patients will receive a copy of the clinical summary if possible at discharge, ± prescription and/ or follow up appointment if required. Such responsibilities may be delegated to the House Officer when appropriate. • A letter will be dictated to the patient's GP after each Gynaecological outpatient visit and at their first Antenatal visit

Section 2: Training and Education

Area	Training and Education
Protected time	There will normally be 4 hours each week of education with 2 hours being clinical meetings (1230hrs, Wednesdays; Ward Teaching Session: 1230hrs Fridays; Tutorial programme) and 2 hours being teaching specifically for Registrars (1400-1600 Fridays). Diagnosis and treatment of important O&G problems will be discussed. There is also a weekly CTG related clinical teaching meeting on Thursday 0745-0830hours.
Research	Opportunities are available for research if a Registrar is interested. Registrars will be expected to have an interest in research and audit and will have some schedules time for this purpose. Research projects should be decided in conjunction with team leaders or other supervisors.

Section 4: Cover

There are 14 Registrars employed on the roster, plus 2 Relievers. A further (17th) Registrar may be employed, in which case the role of that Registrar is short notice relief.

A Registrar (usually two) will be resident in the hospital at all times and a Consultant always available on call to attend if requested.

Section 5: Roster:

Hours of Work

Ordinary Hours	Monday to Friday	0800-1600
Long Day	Monday to Sunday	0800-2200
Night Duty	Mondya to Sunday	2200-0800

The ordinary hours of work will be 8 hours per day between 0800 and 1600 Monday to Friday. Night duties are shared at a frequency of 1:7 over the run, and run from 2200 to 0800. After-hours work runs from 1600 to 2200

Leave

In general, no more than 2 weeks of annual leave should be taken in a 6 month period. No more than two Registrars should be on leave at any time except in exceptional circumstances, as approved by the Service Manager and Clinical Director, Women's Health.

All requests for educational leave are subject to approval by the Clinical Director and to authorisation by the General Manager of Women's Health.

Applications for education leave must be submitted well in advance to facilitate cover arrangements

The Department employs a Reliever to cover absence from work on planned leave. Annual leave cover is arranged on a 'first come first served' basis and applications for annual leave should be submitted as early as possible. Short-term sick absence is covered within the Department unless the Reliever is available

Cover for annual leave will be negotiated prior to leave being approved

Section 6: Performance appraisal

Performance will be assessed by Senior Medical Staff of the Department and a report forwarded to the Registrar Supervisor after discussion with the Registrar. If deficiencies are identified during the attachment, the Consultant or Team Leader to whom the Registrar is responsible will bring these to the Registrar's attention and discuss how they may be corrected.

Section 7: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.0	The Service, together with ARRMOS RMO Support will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	18.29	
All other unrostered hours	3.0	
Total hours per week	61.29	

Salary The salary for this attachment will be as detailed in a Category B run category.

The responsibility of the reliever is to cover the duties of the Registrar on night duty or leave. The reliever position is classified as a Category A+ for salary purposes.