

RUN DESCRIPTION

POSITION:	Registrar (SET)
DEPARTMENT:	Otolaryngology-Head & Neck surgery
PLACE OF WORK:	Counties Manukau District Health Board Manukau SuperClinic/ Surgery Centre
RESPONSIBLE TO:	Service Manager and Clinical Head of ORL
FUNCTIONAL RELATIONSHIPS:	Health care consumers, Hospital and community based health care workers.
PRIMARY OBJECTIVE:	<ol style="list-style-type: none"> 1. To facilitate the management of patients under the care of the Otolaryngology-Head and Neck service 2. To advance individual knowledge, clinical and surgical skills in the Speciality of Otolaryngology-Head & Neck surgery
RUN RECOGNITION:	The post is accredited for training.
RUN PERIOD:	6 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical	<ul style="list-style-type: none"> • The Registrar will supervise the work of a House Officer, with whom they will organise the investigation and management of inpatients/outpatients/day patients under the care of the Department. • The Registrar will be available to attend daily ward rounds for the Otolaryngology patients and will have a current knowledge of the progress of patients under their care. • When on call/covering ORL Acutes, the Registrar will answer calls from GPs about patients and arrange to assess them if necessary. The acute services are provided at Manukau <i>SuperClinic™</i> and to a lesser extent Middlemore Hospital from 0800hrs-1600 hrs. • The Registrar will be available to the other specialities for consultation accorded to this speciality over two sites, Manukau <i>SuperClinic™</i> and Middlemore Hospital. This is part of the Otolaryngology Acute Cover. • The Registrar will attend rostered outpatient clinics promptly and will liaise with clinic staff and management to maintain an effective appointment schedule. Outpatients not previously seen in the department or who are to be discharged will be discussed with a consultant Otorhinolaryngologist as appropriate and sufficient time will be provided in the clinic schedule for this. • The Registrar will perform or assist with surgery under the direct supervision of

<i>Area</i>	<i>Responsibilities</i>
	<p>a consultant Otolaryngologist on an average of 4 half-day sessions weekly.</p> <ul style="list-style-type: none"> • The Registrar will have an opportunity to conduct individual surgical sessions under the direction and supervision of a consultant Otolaryngologist. • Clinical skills, judgement and knowledge are expected to improve during the attachment.
Administration	<ul style="list-style-type: none"> • The registrar will supervise the writing of legible notes in patient charts on admission, daily on weekdays and whenever management changes are made. • The Registrar will receive enquiries/requests from GPs and should see any patients that a GP is concerned about. • To keep GPs informed, letters will be written to the patient's GP after outpatient visits (as appropriate). • The results of all inpatient investigations will be sighted and signed by the House Surgeon. All Histology will be directed to the relevant SMO for acknowledging and actioning as necessary. • The Registrar will be expected to review planned appointment precis on Otolaryngology patients for the purpose of clinic availability review status and discharge possibility. • Ensure 100% compliance with EDS for the service with assistance from House Surgeon

Section 2: Training and Education

<i>Area</i>	<i>Responsibilities</i>
Education	<ul style="list-style-type: none"> • 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. • The Registrar is expected to attend the ORL combined radiology and pathology meetings at MMH, and monthly half day education meetings at Manukau <i>SuperClinic™</i>. • The weekly timetable will allow both Registrars to attend the Friday afternoon teaching meeting arranged through the regional services
Research:	<ul style="list-style-type: none"> • Research options may be available for interested registrars in consultation with the consultants. This however will mostly be conducted in their teaching/ free time.

Section 3: Performance

Performance Appraisal

A nominated Consultant Otolaryngologist will assess Performance. Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at 3 months and 6 months. If deficiencies are identified during the attachment the Consultant Otolaryngologist will bring these to the registrar's attention, and discuss how they may be corrected.

Section 4: Cover

Other Resident and Specialist Cover

There are ten ORL Registrars employed in the Auckland region, including one Reliever. The Registrars are employed across the three Auckland DHB's; Auckland, Waitemata and Counties Manukau. The Registrars contribute to a regional Acute Call roster which requires them to be on site at Auckland City Hospital between the hours of 1630 and 0800 Monday to Friday, and 0800-0800 hours Saturday and Sunday when rostered on a long day or night duty.

The ordinary hours of work will be 0730 hours to 1600 hours, Monday to Friday. Additional hours of non-rostered work, up to 5 hours per week, may be required during weekdays. In addition, Saturday morning ward rounds may be required and will be remunerated as additional duties.

It may not always be possible for the MSC registrar to begin cover at ADHB at 1630hrs, because they are rostered until 1600 hours at MSC, then there is a need to travel to ADHB. It is acknowledged that traffic may impede timely arrival at ADHB. Under these circumstances, the registrar should liaise by telephone with the ADHB registrars to ensure cover at ADHB site until they arrive.

Section 5: Roster

Roster

At present there are three registrars employed in ORL at CMDHB – one SET and two non-SET trainees.

Hours of work

Ordinary Hours	Monday to Friday	0730 – 1600
Acute Call: Long Day	Monday to Friday	0730 – 2230
Acute Call: Long Day	Saturday and Sunday	0800 – 2230
Night Duty	Sun to Thurs	2200 – 0800
Night Duty	Fri and Sat	2200 – 0830

Acute call between the hours of 1630 and 0800 Monday to Friday, and 0800 and 0800 hours Saturday and Sunday, provides cover for GLH, Starship, AKH, North Shore, Waitakere, MMH and MSC as part of the Regional ORL service.

When rostered on acute call during these hours Registrars are required to be on-site at Auckland City Hospital.

The Regional ORL Acute roster is managed by the Northern Regional Training Hub in conjunction with ADHB ORL Service.

Cover for Leave

Absence from work due to annual leave or sickness will be covered by other medical staff within the Department. Application for annual leave or medical education leave should be submitted as early as possible (six weeks in advance) in order that appropriate arrangements for cover may be made.

Section 6: Hours and Salary Category

Average Working Hours

Service Commitments

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	
Rostered additional hours (inc. nights, weekends & long days)	16.67	
All other unrostered hours	6.07	
Total hours per week	62.74	

Salary: The salary for this attachment is estimated to a Category B.