

# RUN DESCRIPTION

<b>POSITION:</b>	<b>Registrar</b>
<b>DEPARTMENT:</b>	Emergency Care – Adult and Paediatric Assessment Areas and Short Stay (EC)
<b>PLACE OF WORK:</b>	Middlemore Hospital
<b>RESPONSIBLE TO:</b>	Service Manager, Acute Care and Resources, through the Clinical Head, Emergency Care.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health Care Users (Patients and Relatives) Health Care Providers (Hospital and Community based)
<b>PRIMARY OBJECTIVE:</b>	To provide timely and effective emergency medical care for patients attending EC.
<b>RUN RECOGNITION:</b>	Medical Council &/or College recognition
<b>RUN PERIOD:</b>	Six months

## Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<p><b>Clinical duties:</b></p> <ul style="list-style-type: none"> <li>• The Registrar will assess, investigate, and undertake relevant further medical management of patients attending EC. This includes effective and appropriate liaison with other health providers to optimise patient management.</li> <li>• An EC consultant will be available for consultation at all times, generally in person until 0100 hours; thereafter by phone.</li> <li>• The Registrar will, when possible, be available to offer advice and assistance to the House Officer working alongside in EC.</li> <li>• Routine duties are carried out in the Emergency Care</li> <li>• Hours of duty are allocated according to a rostered shift system.</li> <li>• The Registrar shall be responsible for the appropriate "handing-over" ( transfer of management ) of any patients under their care to a doctor on the next shift.</li> <li>• Clinical skills, judgement and relevant knowledge are expected to improve during</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<p>the run.</p> <ul style="list-style-type: none"> <li>• The Registrar is expected to take part in Clinical Audit/Quality Assurance programs within EC.</li> <li>• The Registrar is expected (in the course of their daily clinical work) to assist with the supervision/training of medical trainee interns.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Legible clinical notes will be written on the appropriate EC charts with regard to every consultation and stage of patient management. This must also include the name of the Doctor, the time the patient is seen, the time of referral or discharge and the disposition of the patient using the computer and entering electronic data.</li> <li>• The Registrar will ensure that a copy of the clinical notes or discharge summary accompanies every patient on their discharge from the Department, and that relevant follow-up arrangements are made.</li> <li>• Where appropriate, the Registrar will provide a prescription for medication and/or relevant certificate regarding work fitness.</li> <li>• The Registrar is responsible for the completion of relevant ACC documentation.</li> <li>• All medico-legal administrative activities will be carried out in consultation with the Clinical Head.</li> <li>• The Registrar will complete the Coding Summary Sheet for each patient discharged from the Observation Ward.</li> </ul>

## Section 2: Training and Education

<i>Training and Education</i>
<ul style="list-style-type: none"> <li>• There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial, journal club and pathology session.</li> <li>• A weekly tutorial program provides opportunity for formal registrar study/academic pursuits.</li> <li>• On average, 4 hours each week (rostered "on" time) is specifically devoted to formal academic/teaching programs for EC Resident medical staff.</li> <li>• The EC consultants are committed to provide as much supervision and "on-the-spot" teaching as they can.</li> </ul>

### Section 3: Roster

#### *Roster*

There are currently 18 Registrars employed in EC. Duties are of a "shift" nature and shifts are allocated according to a standard pattern which repeats every six weeks. This roster includes one relieving week in each six week period during which the relieving Registrar covers the shifts for the Registrar taking leave.

Ordinary hours of work are 00h00 to 24h00 every day (7 days per week). There is no call-out.

Standard shifts are :

Day	0800 - 1800
Afternoon	1600 - 0100
Night	2230 - 0830
Evening	1800 – 0200

Routine duties will be scheduled at least one month in advance, and the roster will be compiled by the Clinical Operations Analyst in consultation with the Clinical Head.

### Section 4: Cover

#### *Other Resident and Specialist Cover*

Annual leave, study leave and any other planned leave will be covered within the department by the "Relieving Registrars" as part of their rostered duties, the Reliever taking over the set shifts for the Registrar who is taking leave. If no-one has requested leave. All roster changes /swaps must be documented on a "change of duty form and given to the Clinical Operations Analyst who will change the master roster.

### Section 5: Performance appraisal

#### *Service*

*The service will provide:*

Performance will be assessed by the senior medical staff in the Department. If deficiencies are identified during the run, the consultant to whom the Registrar is responsible will bring these to the Registrar's attention, and will discuss how they may be corrected.

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	<ul style="list-style-type: none"><li>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</li></ul>
All other unrostered hours	4.2	
Total hours per week	44.2	

**Salary:** The hours of work for this attachement are as detailed for a F category run, however a minimum of a Category C run will apply.