

RUN DESCRIPTION

POSITION:	Registrar – Public Health Medicine
DEPARTMENT:	Healthcare Improvement Team, Adult Health Services
PLACE OF WORK:	North Shore Hospital
RESPONSIBLE TO:	Director, Healthcare Improvement Team
FUNCTIONAL RELATIONSHIPS:	The registrar will be working as part of the Healthcare Improvement Team and is expected to maintain functional relationships with: <ul style="list-style-type: none"> • The Director of the Healthcare Improvement Team (supervising consultant) • Other team members including contract project managers • Other hospital clinicians and staff as applicable to the projects being worked on
PRIMARY OBJECTIVE:	Delivery of agreed project outcomes
RUN RECOGNITION:	Recognised as a training position for the Faculty of Public Health Medicine (RACP) vocational training programme
RUN PERIOD:	Variable. Usually either 6 or 12 months

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<ul style="list-style-type: none"> • Project duties 	<ul style="list-style-type: none"> • Under the supervision of the Trainer, complete project tasks as identified in the relevant project planning document (Tp4)
<ul style="list-style-type: none"> • Service work 	<ul style="list-style-type: none"> • Attend the weekly team meeting • Attend and participate in the bi-weekly Learning Forum • Provide advice/assistance to other team members in areas of expertise

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	The Registrar will attend monthly the: <ul style="list-style-type: none"> • Regional Training Days (usually Tuesdays) • Registrar-organised Training Days (usually Tuesdays) • National Training Days as notified by the Faculty
Training and Development of Other Staff	<ul style="list-style-type: none"> • The Registrar will assist/participate as appropriate with training programmes and department seminars.
Study Leave	<ul style="list-style-type: none"> • As provided for in the MECA

Registrar Public Health Medicine Healthcare Improvement Team Run Description, last modified 12/02/08

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Section 3: Roster

Hours Of Work

Ordinary hours of work are Monday to Friday: 0800hrs to 1600hrs

There is provision for a small number of additional hours per week to allow for workload – see Section 5.

Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>Performance will be assessed by the nominated supervisor.</p> <p>Performance will be assessed and discussed at formal meetings in line with AFPHM guidelines</p> <p>If deficiencies are identified, the Consultant will identify these with the Registrar and together discuss how they may be corrected.</p> <p>The Regional Director of Training (AFPHM) will be available to discuss problems and progress if required</p>	<p>The service will be appraised as part of the Faculty review of placements on the appropriate form (Tp5)</p>

Section 5: Hours and Salary Category

<i>Average Working Hours</i>	
Basic hours	40
Rostered additional hours (inc. nights, weekends & long days)	0
All other unrostered hours	4
Total hours per week	44

Salary

The Salary for this attachment will be as detailed as a Category F run.

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