



RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Cardiothoracic Surgical Unit
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Business Manager of Cardiothoracic Surgery, through nominated Consultants.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Department of Cardiothoracic Surgery
RUN RECOGNITION:	This run is recognised by the Royal Australasian College of Surgeons as a training position for specialist qualification in Cardiothoracic Surgery.
RUN PERIOD:	6 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> • Work closely with the team's House Officer, provide supervision and share responsibilities where and when appropriate. • Manage the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Consultant, also organise relevant investigations, ensure the results are followed up, sighted and signed; • Responsible for patient referrals and day to day ward management of patients under their team's care, in consultation with others involved in the care of the patient where appropriate; • Work closely with medical specialists in provision of assessment and investigations of new patients and follow-ups in outpatient clinics • Undertake diagnostic and treatment procedures appropriate to the subspecialty • Maintain a high standard of communication with patients, patients' families and staff; • Inform consultants of the status of patients especially if there is an unexpected event; • Attend hand-over, team and departmental meetings as required.

CTSU Registrar run description, last modified 19/10/03

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<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> • Be contactable and available for transplant related operations, even when not on call.
Admitting	<ul style="list-style-type: none"> • Assess and admit Cardiothoracic Surgical patients referred from other hospital services or the community.
On-Call	<ul style="list-style-type: none"> • When On Call, be available on long-range locator to attend the hospital within 15 minutes. • Review patients on the Cardiothoracic Surgical ward when requested by other medical staff or as necessary for the assessment and management of acute problems. • Provide advice to and liaise with GP's and other hospital medical staff on matters relating to the Cardiothoracic Surgical subspecialty; • Authorise patients to be transferred to and be seen by the Cardiothoracic Surgical service when appropriate, in consultation with the On Call Consultant.
Inpatients	<ul style="list-style-type: none"> • Review patients admitted under the nominated consultants at the start of each day duty and again as necessary to undertake examination, assess progress, organise investigations, and update management plans; • Complete discharge planning including instructions for discharge medications and plans for follow-up prior to patient discharge. Following discharge dictate a discharge letter to the patient's general practitioner. • Assist cases in operating theatres according to the weekly operating theatre schedule and perform cases on behalf of senior staff when requested. Patients for operation should be seen by the appropriate registrar prior to surgery. Ensure appropriate investigations are available prior to surgery including clinical summaries. • Inform the on-duty medical staff about patients whose condition requires monitoring and review • When requested and if possible, assist in the provision of Heart and Lung Transplantation services. This may involve travel with the organ retrieval team to locations outside the Auckland area. To be reimbursed at hourly rates when out of hours unless excused an equivalent period of rostered duties. • Supervise the work of House Officers responsible for the care of patients admitted under the nominated consultants. •
Outpatients	<ul style="list-style-type: none"> • Assess and manage patients referred to outpatient clinics and run the clinics on behalf of senior staff where appropriate. Patients seen must be discussed with the appropriate consultant before any major management decisions are made. • Communicate with referring person following patient attendance at clinics; •
Administration	<ul style="list-style-type: none"> • Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded; • Be responsible for certifying death and complete appropriate documentation. Inform the coroner when necessary after consultation with the appropriate consultant; • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service; • Dictate discharge summaries on patients that are discharged by their team and letters to General Practitioners following outpatient visits in a timely fashion;

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Area	Responsibilities
	<ul style="list-style-type: none"> • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 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." 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."

Section 2: Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	0730 Ward round 0800 Combine Chest Committee Operating Theatre / Clinic / Other duties according to weekly roster	0730 Ward round Operating Theatre / Clinic / Other duties according to weekly roster	0730 Ward round 0800 Cardiosurgical conference Morning educational session as per timetable	0730 Ward round Operating Theatre / Clinic / Other duties according to weekly roster	0730 Ward round Operating Theatre / Clinic / Other duties according to weekly roster
p.m.	Operating Theatre / Clinic / Other duties according to weekly roster	Operating Theatre / Clinic / Other duties according to weekly roster	Operating Theatre / Clinic / Other duties according to weekly roster	Operating Theatre / Clinic / Other duties according to weekly roster	Operating Theatre / Clinic / Other duties according to weekly roster

Section 3: Training and Education

Nature	Details
Protected Time	<p>The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per roster)</p> <ul style="list-style-type: none"> • Orientation at the beginning of the run • Weekly educational sessions Wednesdays between 0800 and 1200 hours • Other educational sessions as required as part of employment
The Registrar is expected to contribute to the education of nursing, technical staff and medical staff when requested	

The weekly education programme will be attached to this run description.

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Section 4: Roster

Duty	Details
Day duty (Mon-Fri)	0730 to 1630 rostered hours
Long duty (Mon-Fri)	0730 to 2230 (then on call 2230 to 0730)
Weekend Day (1 in 7)	0800 to 2130 Saturday and Sunday (on duty and on call)
Weekend Night (1 in 7)	2130 to 0800 Saturday and Sunday nights (on call)

The Registrar is expected to attend the evening ICU ward round at 2000h sharp when on Long duty or Weekend day duty.

Section 5: Other Cover:

Other Resident Cover
<p><i>Explanation of own service roster ...</i></p> <p>Registrars may also be required to participate in a 1 monthly rotation to the Mercy Private Hospital in Auckland, acting as first assistant in operating theatre and providing ward cover as directed by the clinical director.</p> <p>Registrars may be offered the opportunity to assist in operating theatre for booked weekend "Contract" cases, for remuneration as discussed with the clinical director.</p>

Section 6: Research

Details
<ul style="list-style-type: none"> Registrars are expected to do research and assistance with these will be given by surgeons in the Department as necessary.

Section 7: Performance appraisal

Registrar	Service
<p>The Registrar will:</p> <ul style="list-style-type: none"> 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 After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; 	<p>The service will provide,</p> <ul style="list-style-type: none"> 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. An interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the Consultant responsible for them; 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; A final assessment report on the Registrar at the end of the run, a copy of which is to be sighted and

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<i>Registrar</i>	<i>Service</i>
	signed by the Registrar.

Section 8: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours (Mon-Fri) 40	<ul style="list-style-type: none"> The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days) 15.6	
All other unrostered hours (including Saturday am Ward Rounds and Sunday visitation of preoperative patients) 6	
Total hours per week 61.6	

Salary The salary for this attachment will be as detailed as a Category B