

# RUN DESCRIPTION

<b>POSITION:</b>	<b>Registrar – General (EC and Medical)</b>
<b>DEPARTMENT:</b>	<b>Kidz First</b> Children's Hospital
<b>PLACE OF WORK:</b>	<b>Kidz First</b> Children's Hospital and Emergency Care
<b>RESPONSIBLE TO:</b>	General Manager, <b>Kidz First</b> , through the Clinical Director/Clinical Leader
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health care consumers Hospital and community based health care workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of <b>Kidz First</b> .
<b>RUN RECOGNITION:</b>	This run is recognised as a training position for specialist qualification by the RACP
<b>RUN PERIOD:</b>	4 or 6 Months

## Section 1: Registrar's Responsibilities

Area	Responsibilities
<b>General</b>	<ul style="list-style-type: none"> <li>The registrar will provide care for paediatric medical inpatients.</li> <li>The registrar will assess and manage paediatric medical patients in the Paediatric Emergency Care Department Short Stay Unit</li> <li>The registrar will assess and manage paediatric medical patients, both referred and non-referred, in the Emergency Care Department. The registrar will not be expected to manage surgical or orthopaedic patients, although may be asked to provide specialised assistance with these patients in some circumstances (see below).</li> <li>The registrar will provide phone consultations for GPs and other health professionals who call <b>Kidz First</b>.</li> <li>The registrar will, on referral, assess and provide advice on paediatric patients in Emergency Care, Short Stay, Surgical floor, and ICU, who are under the care of other teams.</li> <li>The registrar will perform shift duties according to the schedule under 'Roster' below.</li> <li>The registrar will have a responsibility to provide support and advice to parents.</li> <li>The registrar will liaise with other health care professionals as appropriate.</li> <li>Clinical skills and judgement are expected to improve during the attachment.</li> </ul> <p>Clinical Supervision</p>

CMDHB Paediatric Emergency & Inpatient Medical Care Registrar Run Description- Effective 12 December 2011

*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"> <li>• The registrar’s work on the paediatric inpatient ward will be supervised by a consultant paediatrician, who will be on-site during normal working hours, and who will be either on-site or available by telephone, with facility to be called back after hours.</li> <li>• The registrar’s work in the Paediatric Emergency Care Department and Short Stay Unit will be supervised by a consultant, designated as the “Consultant on for Paediatric Emergency Department”, who will be on site in the department from 0800 – 0100. The designated consultant will be a Paediatrician and/or an Emergency Physician. When the “Consultant on for Paediatric Emergency Department” is an Emergency Physician, there will always be a Paediatrician on call. Registrars are expected to discuss all patients with a consultant. The discussion may take place either at the time the patient is seen, or during the hand-over period at the end of the shift.</li> <li>• Between 1600 and 0800, the registrar should discuss problematic patients with the paediatrician on call. The paediatrician on call will be available to consult on-site on request. All patients seen on the night shift should be discussed at the morning hand-over.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• The registrar will ensure there is a detailed handover at any change of duties. In the Emergency Care Department, this will be done at formal hand-over sessions, which are built into the roster.</li> <li>• Appropriate written and dictated notes will be made whenever necessary.</li> <li>• Registrars in the Emergency Care Department will be responsible for entering “Seen By Times” and for completing discharge summaries through the computerised Patient Tracking System. Training in the use of the computer and software will be given at the start of the run.</li> <li>• The registrar will have responsibility for following up any investigations ordered, which includes electronic sign-off of results.</li> <li>• Other administrative paperwork such as database maintenance or death certificates will be completed as required.</li> </ul>

## Section 2: Training and Education

### *Details*

Each registrar will be assigned to a paediatrician, who will be their mentor for the duration of the run. The mentor will provide guidance and training through regular meetings and tutorials.

In accordance with the CTA requirements for basic physician trainees.

Ongoing education will be provided by consultants on the paediatric ward, and in the Paediatric Emergency Care Department. Individualised educational objectives for each registrar will be arranged with the registrar's mentor at the beginning of the run.

The registrar will have on average 4 hours each week to attend education sessions or follow up clinical cases in the library. The education sessions available are voluntary, and should be discussed with the registrar's mentor at the start of the run. Protected time for the sessions will be allowed, and covered with locum or paediatric consultant cover, depending on work-load. Sessions include:

- Weekly Paediatric Teaching – **Kidz First** seminar room, 0815 Friday mornings.
- X-ray Conference - Middlemore Hospital,
- **Kidz First**™ Grand Rounds.
- .Paediatric Updates and Grand Round - Starship Children's Hospital.
- Clinical supervision provided directly and indirectly through the Emergency Care Department and Paediatric Inpatient ward rounds,..
- Teaching sessions are run by Auckland University Department of Paediatrics for trainees sitting the FRACP exam - Thursday afternoons 3 pm. (Linked by Videoconference to Kidz First)

The registrar will be expected to contribute to the training of allied medical staff.

## Section 3: Roster

### *Roster*

There are eight registrars on the Paediatric Acute Care, and Paediatric Inpatient ward roster with a relieving registrar providing cover for leave.

A full shift roster has been introduced. At the request of registrars, this includes rotation through the inpatient ward, as well as the Emergency Care Department and Short Stay Unit.

The roster has been designed according the rules and guidelines for shift rosters contained in the current Collective Employment Contract.

#### ***Weekdays***

Rostered shifts 0800-1630

#### ***Afternoons***

Rostered Shifts 1600-2400

#### ***Nights***

Rostered shifts 2330-0830

#### ***Extra Duties***

Extra duties may occasionally be asked to be worked.

## Section 4: Cover

### *Other Resident and Specialist Cover*

A relieving registrar, as well as locum registrars and MOSSs, are employed to cover annual leave. Annual leave cover is allocated on a "first come first served" basis and applications for leave should be submitted as early as possible.

Absence from work due to sickness will be covered by other medical staff within the service e.g. consultants or locums.

A maximum of ten days leave may usually be taken in each four month period, unless otherwise agreed.  
A maximum of fifteen days leave may usually be taken in each six month period, unless otherwise agreed

## Section 5: Performance appraisal

### *Performance*

Performance will be assessed by a nominated Paediatrician. Performance will be assessed based on the above criteria and other relevant performance measures which will be discussed at formal meetings held at a maximum of three monthly intervals. If deficiencies are identified during the attachment the paediatrician will bring these to the registrar's attention and discuss how they may be rectified.

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours (Mon-Fri) 39	
Rostered additional hours (inc. nights, weekends & long days) 2	
All other unrostered hours 3	
Total hours per week 44	

**Salary:** The annual salary for this attachment will be as detailed in Category C.