

RUN DESCRIPTION

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| POSITION: | Registrar - Ambulatory Paediatric |
| DEPARTMENT: | Kidz First Outpatient Care, CMDHB |
| PLACE OF WORK: | SuperClinic and Kidz First Children's Hospital and Community. |
| RESPONSIBLE TO: | General Manager, Kidz First, through the Clinical Leader KF Outpatient Care. |
| FUNCTIONAL RELATIONSHIPS: | Community Paediatricians, Paediatricians, Kidz First Outpatient Care, Child and Youth providers and healthcare consumers. |
| PRIMARY OBJECTIVE: | To provide ambulatory and community paediatric clinical services. To gain competence in outpatient assessment and management of referred patients To provide timely and clear communication with primary care |
| RUN RECOGNITION: | Auckland Paediatric Vocational Training Committee, RACP (Basic training) |
| RUN PERIOD: | 6 Months |

Section 1: Registrar's Responsibilities

| <i>Area</i> | <i>Responsibilities</i> |
|----------------|---|
| General | <ul style="list-style-type: none"> • The registrar will be responsible for the care of paediatric outpatients at scheduled paediatric clinics as per individual timetable. • The registrar will follow Kidz First Outpatient Care processes (referral management, clinic administration). • The registrar may be available for G.P. phone consultations and advice, Monday - Friday, usual working hours. • The registrar will perform rostered duties on Kidz First Emergency and Medical Care according to the schedule under 'Roster' below. The clinical duties covered in this work will include that: <ul style="list-style-type: none"> a] The registrar will provide care for patients in paediatric medical beds. b] The registrar will assess and manage paediatric patients in the Kidz First Emergency Care. d] The registrar will provide phone consultations for GPs and other health professionals who call Kidz First. e] The registrar will, on referral, assess and provide advice on paediatric patients in Kidz First Surgical Care and ICU who are under the care of other teams. • The registrar will liaise with other health care professionals as appropriate. • The registrar will have a responsibility to provide support and advice to parents. |

CMDHB Paediatric Ambulatory 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"> • Clinical skills and judgement are expected to improve during the attachment. • The registrar will provide clinical support to the SuperClinic Module staff |
| Administration | <ul style="list-style-type: none"> • The registrar will ensure there is a detailed handover at any change of duties. • Appropriate written and dictated notes will be made whenever necessary. • The registrar will have responsibility for following up any investigations ordered. • Other administrative paperwork such as database maintenance or death certificates will be completed as required. |

Section 2: Training and Education

| <i>Details</i> |
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| <p>In accordance with the RACP requirements for basic physician trainees.</p> <p>Individualised educational objectives will be set for each registrar at the beginning of the run by their supervisor.</p> <p>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 for registrars include:</p> <ol style="list-style-type: none"> 1 Paediatric Updates and 2. Starship Hospital Grand Rounds . <p>Both available weekly via Teleconference at Middlemore Hospital or Manakau Super Clinic.</p> <p>All Kidz First Outpatient Care clinics will be supervised by a consultant i.e. available in an adjacent room for comment or review with discussion of management at an allocated time, usually 30 minutes per clinic .</p> |

Section 3: Roster

| <i>Roster</i> | |
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| Routine medical duties are performed at the SuperClinics or community clinics. | |
| Weekdays: | |
| Normal day | 0800 – 1600 or 0830 - 1630 |
| Weekends/Public holidays as rostered: | |
| Long day | 0800 – 2230 |
| Extra duties may be worked as required. | |

Section 4: Cover

| <i>Other Resident and Specialist Cover</i> | |
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| <ul style="list-style-type: none">As directed by Clinical Director of KIDZFIRST | |

Section 5: Performance appraisal

| <i>Performance</i> | |
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| 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 two 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> |
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| Basic hours (Mon-Fri) | 40 | |
| Rostered additional hours (inc. nights, weekends & long days) | 10 | |
| All other unrostered hours | 2 | |
| Total hours per week | 52 | |

Salary: The salary for this attachment will be as detailed for a Category D run, to be confirmed by a run review. .