



RUN DESCRIPTION

POSITION:	Registrar – Paediatrics
DEPARTMENT:	Paediatrics
PLACE OF WORK:	Waitakere Hospital
RESPONSIBLE TO:	Clinical Director General Paediatrics and Manager Child Women and Family services.
FUNCTIONAL RELATIONSHIPS:	Clinical director, consultants and registrars in the Paediatrics services. Other services as required.
PRIMARY OBJECTIVE:	To facilitate the management of patients in the care of the Paediatrics service.
RUN RECOGNITION:	The run is recognised by the Royal Australasian College of Physicians as accredited for basic paediatric training subject to site visit when operational.
RUN PERIOD:	4 months or 1 year

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<p><u>(i) Cover for Paediatric Emergency Department Unit (PEDU), Rangitira Ward and Neonatal Units</u></p> <ul style="list-style-type: none"> • Take handover from night registrar at 0800 • Ward round commencing at 0830 • Assess admitted patients with consultant staff and further investigate and treat as necessary • Discharge planning • Attending deliveries as requested and attending children in Emergency Care Centre as required • Managing the care of neonates in the postnatal ward as requested. • Admitting patients in PEDU, Rangitira ward and SCBU as required • Attend fortnightly radiology conference • This will comprise of Ward and Neonatal unit cover, or Community and Ambulatory (Outpatient) Paediatrics or Night cover according to the schedule in Appendix A • Participate in Weekly teaching sessions including grand round , update, registrar teaching and Part 1 teaching (if applicable)

WDHB Paediatric Registrar Run Description – Effective 12 December 2011

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Area	Responsibilities						
	PM	Research and quality projects	1330 OPD	Research and quality projects	1230-1330 Child Health Team CME Research and quality projects 1500 FRACP teaching (where applicable)	1300 Grand Round Research and quality projects	
Administration	<p>Team meeting and journal club times may change There will be flexibility between timing of clinics and research/quality project time. Six clinics in week anticipated.</p> <p><u>(iii) Night Cover</u></p> <ul style="list-style-type: none"> • Hand over at 2230 (Mon-Friday – Summer and Winter Roster) and 2100 (Saturday / Sunday – Summer Roster) • Assessments, admissions of Paediatric Emergency Department Unit referrals and attendees. The PEDU will be the registrar base for overnight with calls to the ward and SCBU as required. • Provision of ongoing care to patients admitted to SCBU and Ward • Admitting patients as necessary • Responding to calls to delivery areas and ward as requested • Hand over at 0800 <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; • 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; • 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. • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty. • As an RMO working at WDHB you will be provided with a Concerto login and a WDHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly. 						

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	<ul style="list-style-type: none"> • An onsite designated registrar teaching session • Starship FRACP exam teaching for those studying for the written Part 1 exam • When involved with protected training time, registrar duties will be provided for by the Consultant staff.
Additional Continuing professional development programme	<ul style="list-style-type: none"> • Starship Update and Grand rounds. This will be available by video link and all registrars will be encouraged to attend. • Waitemata Child Health CME session: Thursday 12.30-13.30 – all members of the team take turns to present at this round, including the registrars. • Each registrar will complete and present their allocated project before the completion of their run.
Training and Development of Other Staff	<ul style="list-style-type: none"> • The Registrar will assist/participate as appropriate with ward in-service training programmes and department seminars.

Section 3: Cover

<i>Other Resident and Specialist Cover</i>
<p>Each registrar will have a supervisor allocated.</p> <p>There will be a consultant on site able to give immediate back up for those registrars covering the PEDU, Neonatal and Rangitira ward between the hours of 0800-2300 Monday to Sunday. Overnight there will be a consultant on call, immediately available by cell phone, and a FACEM onsite.</p> <p>All community and ambulatory activity will be supervised by a consultant</p> <p>The relieving Registrar will provide cover for the Registrar scheduled for nights or leave.</p> <p>In the instance a Registrar is rostered to an outpatient clinic and the clinic is cancelled for any reason, they will be required to assist on the ward, SCBU or PEDU.</p>

Section 4a: Roster

The following outlines the hours of work during the Summer Roster which runs October through to June.

Hours Of Work

Key:			
N	Mon-Fri Night cover for PEDU,Ward,Neonates	2230 - 0830	10 hours
N11	Sat-Sun Night cover for PEDU,Ward,Neonates	2100 - 0830	11.5 hours
SCBU	SCBU neonatal duties	0800 - 1630	8.5 hours
PEDU	Mon to Fri - Paediatric Emergency Unit	1000 - 1900	9.0 hours
PEDU	Sat & Sun - Paediatric Emergency Unit	0800 - 2130	13.5 hours
W	Rangitira ward duties	0800 - 1630	8.5 hours
OPC/W	Paediatric outpatient clinics and/or ward duties	0800 - 1630	8.5 hours
L	Mon to Fri - Paediatric Emergency Unit,wards & neonates	1600 - 2300	7 hours
L-W	Rangitira ward duties/Paediatric EU, wards & neonates	0800 - 2300	15 hours
L - SCBU	SCBU neonatal duties & Paediatric EU, wards & neonates	0800 - 2300	15 hours

Roster Template

Reg 1	N	N	N	N	z	z	z
Reg 2	L - W	W	L - W	W	W	x	x
Reg 3	OPC/W	OPC/W	OPC/W	PEDU	PEDU	PEDU	PEDU
Reg 4	OPC/W	OPC/W	OPC/W	OPC/W	OPC/W	x	x
Reg 5	PEDU	PEDU	PEDU	OPC/W	N	N11	N11
Reg 6	z	z	OPC/W	OPC/W	L	x	x
Reg 7	SCBU	L - SCBU	SCBU	L-SCBU	SCBU	x	x

During the Summer months there will be 7 Registrars on the roster. There will be 1 Registrar appointed as a reliever. This Registrar will be scheduled to provide cover for the Registrar on nights or leave, or alternatively short notice relief for unexpected absences.

Each Registrar will have every second weekend completely free of duty.

Section 4b: Winter Roster

The following outlines the hours of work during the Winter Roster which runs June through to September, providing additional cover over the hours of 1600-2300.

Hours of Work

Key			
SCBU	SCBU Neonatal Duties	0800-1630	8.5 hours
D	Paediatric Emergency Unit	0800-1630	8.5 hours
W	Rangitira Ward Duties	0800-1630	8.5 hours
Clinic	Outpatient Clinics	0800-1630	8.5 hours
1400-2300	PEDU, Ward, Neonates	1400-2300	9 hours
1700-0200	PEDU, Ward, Neonates	1700-0200	9 hours
N	Night cover for PEDU, Ward, Neonates	2230-0830	10 hours
Z	Sleep day following night duty	-	-

Roster Template

D	D	X	X	N	N	N
Z	Z	Z	1400-2300	1400-2300	1400-2300	1400-2300
X	X	1700-0200	1700-0200	1700-0200	X	X
Ward	Ward	Ward	Ward	Ward	X	X
N	N	N	N	z	z	z
1400-2300	1400-2300	1400-2300	X	X	1700-0200	1700-0200
1700-0200	1700-0200	X	X	D	D	D
X	X	D	D	Clinic	X	X
SCBU	SCBU	SCBU	SCBU	SCBU	X	X

During the Winter months there will be 9 Registrars on the roster. There will be 1 Registrar appointed as a reliever to cover the Registrar on nights or leave, or alternatively short notice relief for unexpected absences.

Section 5: Performance appraisal

Registrar	Service
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> Ensure they arrange a formal meeting with their supervising consultant to assess and discuss their performance at the beginning of the attachment, and three monthly if the run is for a year and in 2 months (halfway through the run) for a 4 month run. If deficiencies are identified, the Consultant will identify these with the Registrar who should implement a corrective plan of action under the 	<p><i>The service will provide:</i></p> <ul style="list-style-type: none"> an initial meeting with a nominated Consultant (who will usually be the designated supervisor) and Team Leader 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, designated supervisor and Team Leader the opportunity to discuss any deficiencies identified during the attachment. The designated supervisor

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<i>Registrar</i>	<i>Service</i>
<p>advice of their Consultant.</p> <ul style="list-style-type: none"> The Registrar is predominantly assigned to one Consultant but will work with all of them. The Consultants the Registrar works with will assess performance. 	<p>will bring these to the Registrar's attention, and discuss and implement a plan of action to correct them;</p> <ul style="list-style-type: none"> a final assessment report on the Registrar at the end of the run, a copy of which is to be sighted and signed by the Registrar.

Section 6a: Hours and Salary Category- Summer Roster

<i>Average Working Hours</i>	<i>Service Commitments</i>
<p>Basic hours 40.00</p> <p>Rostered additional hours (inc. nights, weekends & long days) 21.57</p> <p>All other unrostered hours 3.00</p> <p>Total hours per week 64.57</p>	<p>The service together with RMO Support will be responsible for the preparation of any rosters.</p>

Salary The Salary for this attachment is a Category **B** run, to be confirmed by a run review.

Section 6b: Hours and Salary Category- Winter Roster

<i>Average Working Hours</i>	<i>Service Commitments</i>
<p>Rostered Hours 38.78</p> <p>All other unrostered hours 3.00</p> <p>Total hours per week 41.78</p>	<p>The service together with RMO Support will be responsible for the preparation of any rosters.</p>

Salary The Salary for this attachment is a Category **B**, to be confirmed by a run review.