

RUN DESCRIPTION

POSITION:	Infectious Diseases Registrar
DEPARTMENT:	Infectious Diseases, Medical Services
PLACE OF WORK:	Waitemata District Health Board
RESPONSIBLE TO:	Service Manager and Clinical Director through their supervising consultant(s) and the Clinical Head.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of or referred to the Infectious Diseases Service.
RUN RECOGNITION:	This position is recognised by the RACP as a core training position for specialist qualification.
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 provide advice to and liaise with GP's and other hospital medical staff on Infectious Diseases matters; • The Registrar will review new inpatient Infectious Diseases referrals and follow-up previously referred patients. • The Registrar is expected to discuss these patients with the Infectious Disease consultants. • The Registrar will maintain a high standard of communication with patients, patients' families, the referring team and other staff. The Registrar will confer at all times with other clinical team members regarding discharge planning and progress of patients. • The Registrar will attend rostered outpatient clinics, one session per week (North Shore Hospital / Waitakere Hospital sites) and endeavour to see outpatients at their scheduled appointment times. In addition to the outpatient clinics, the Registrar will help over-see the management of patients receiving outpatient parenteral antibiotic therapy (OPAT). • The registrar will work closely with the microbiology laboratory. This may involve following up sterile site isolates, liaising with clinical services, and reviewing patients when required • The Registrar will be expected to promote Antimicrobial Stewardship principles and work closely with the AMS team.

Area	Responsibilities
	<ul style="list-style-type: none"> • The Registrar will be expected to have a close working association with the Infection Control team. <p>WDHB Clinical Board policies are to be followed at all times.</p>
Acute admitting	<ul style="list-style-type: none"> • The Registrar will take part the acute medical admitting roster.
On-Duty	<ul style="list-style-type: none"> • The Registrar will be on duty from 0800 hrs to 1630 hrs Monday to Friday and participate in the acute admitting roster as above.
Administration	<ul style="list-style-type: none"> • Legible notes will be written in patient charts on assessment / admission, and whenever management changes are made. The opinion of the Consultant will be recorded. All documentation should comply with WDHB Clinical Board documentation policy. • All instructions (including drugs, IV fluids and instructions for nursing) will be accurately and legibly recorded and legibly signed. • A letter will be dictated to the patient's GP after each outpatient visit. • The results of all investigations will be sighted and signed electronically. The Registrar will refer results to the Consultant where there is uncertainty about the significance of the result • The Registrar may be asked to participate in audit programmes within Internal Medicine as well as participate in Journal Club and Grand Rounds. • 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, if after hours the 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 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

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	0830 Journal Club (ACH)	1130 Radiology meeting (alternate weeks)	ID/ICU ward round	1100hrs Renal ID meeting	
p.m.	12-30-1330 Medical Journal Club	12-30 - 1330 Grand Round 1330-1400 plate round	1600 – CME ID meeting (ACH)	OPC (NSH alternate weeks)	OPC (WTK alternate weeks)

Note: dates and times for the sessions above may change.

In addition there will be monthly Infection Control team meetings and Antimicrobial Stewardship committee meetings as well as OPAT meetings.

Through example and supervision the Registrar will actively contribute to the education of House Officers and other registrars. On occasion, the Registrar may be requested to teach other health care workers and medical students.

Section 3: Roster

Roster

Hours Of Work

Summer Roster

Ordinary hours:

- Monday to Friday 8.5 hours per day, 0800 – 1630
- Night shifts will occur on Friday/Saturday nights only: 2230 – 0830 approx 3 sets in 26 weeks
- Day shifts Saturday and Sunday: 1300 – 2300 approx 7 sets in 26 weeks

- The Registrar will not be present during the day on the Friday before starting a night shift.
- Non-rostered hours allow for an emergency at the end of the shift.

Winter Roster

In Winter 3 subspecialty Registrars will contribute to acute admitting for General Medicine until 2000hrs.

Ordinary hours:

- Monday to Friday 8.5 hours per day, 0800 – 1630
- Night shifts will occur on Friday/Saturday nights only: 2230 – 0830 approx 3 sets in 26 weeks
- Day shifts Saturday and Sunday: 1300 – 2300 approx 7 sets in 26 weeks
- Acute Admitting Monday-Friday 0800 – 2000

- The Registrar will not be present during the day on the Friday before starting a night shift.
- Non-rostered hours allow for an emergency at the end of the shift.

Section 4: Cover:

Other Resident and Specialist Cover

After hours the Registrars will be responsible for patients under the care of the Division of Medicine and Health of Older People Services.

Additional out of hours cover is provided by the General Medicine Registrars

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will;</i></p> <ul style="list-style-type: none"> • At the outset of the run meet with their designated consultant(s) to discuss goals and expectations for the run, review and assessment times, and one on one teaching time; • Ensure a mid run assessment is completed after discussion between the Registrar and the consultant(s) responsible for them; • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant(s); • Complete any RACP requirements for training eg PREP requirements for ID SAC advanced training • Sight and sign the final assessment report provided by the service. 	<p><i>The service will provide;</i></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 3 months into the run, after discussion between the Registrar and the Consultant(s) 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 signed by the Registrar.

Section 6: Hours and Salary Category

Summer Roster Hours (December – June)

<i>Average Working Hours</i>	<i>Service Commitments</i>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Basic hours</td> <td style="text-align: right;">40.0</td> </tr> <tr> <td>Rostered additional hours (inc. nights, weekends & long days)</td> <td style="text-align: right;">7.63</td> </tr> <tr> <td>All other unrostered hours</td> <td style="text-align: right;">2.99</td> </tr> <tr> <td>Total hours per week</td> <td style="text-align: right;">50.62</td> </tr> </table>	Basic hours	40.0	Rostered additional hours (inc. nights, weekends & long days)	7.63	All other unrostered hours	2.99	Total hours per week	50.62	<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>
Basic hours	40.0								
Rostered additional hours (inc. nights, weekends & long days)	7.63								
All other unrostered hours	2.99								
Total hours per week	50.62								

Salary: The salary for this attachment will be detailed as a Category D.

Winter Roster Hours (June – December)

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	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)	12.74	
All other unrostered hours	3.00	
Total hours per week	55.74	

Salary: The salary for this attachment will be as detailed as a Category C.