

## RUN DESCRIPTION

<b>POSITION:</b>	Registrar
<b>DEPARTMENT:</b>	Paediatrics Neurology
<b>PLACE OF WORK:</b>	Auckland City Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant/Physician.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Paediatrics Neurology Service.
<b>RUN RECOGNITION:</b>	This run is recognised by the Royal Australasian College of Physicians.
<b>RUN PERIOD:</b>	4 months

### Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Acute Call Responsibility</b>	<ul style="list-style-type: none"> <li>While on acute call the Paediatric Medical Registrar pager is held. 0800 – 1700 weekdays the Starship Neurology registrar phone is held.</li> <li>The Medical Registrar on acute call is available to advise on children in CED. The decision to admit a child is made by the acute call Medical Registrar.</li> <li>On hand over of admissions from the emergency department, full and appropriate clinical notes and the ongoing management are the responsibilities of the medical registrar on acute call.</li> <li>If a child is referred to the Medical registrar on acute call from CED and the Registrar feels that admission is not appropriate they will review the child in CED and suggest an alternative plan with the CED staff.</li> <li>Review of medical admissions to PICU.</li> <li>The acute call Medical Registrar will take GP calls for advice and/or admission. They will notify ED if there is concern regarding the severity of the condition of the child.</li> <li>Attend emergency calls alerted to by the acute pager.</li> </ul>
<b>Clinical</b>	<ul style="list-style-type: none"> <li>Responsibilities include all patients under and referrals to the Paediatric Neurology and</li> </ul>

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Area	Responsibilities
<b>Responsibility</b>	<p>Developmental Paediatrics service.</p> <ul style="list-style-type: none"> <li>• Daily ward rounds and reviewing the above patients.</li> <li>• Attend outpatient clinics (including at Wilson Centre site)</li> <li>• Implement management and treatment for the above patients.</li> <li>• Arrange appropriate investigations and ensure follow up of results.</li> <li>• Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature.</li> <li>• Weekend plans will be formulated and in place.</li> <li>• Perform required procedures as necessary.</li> <li>• Liase with other staff members, departments and health professionals in the management of patients.</li> <li>• Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>• On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor.</li> </ul> <p>All the above duties will be in conjunction with junior house staff and the consultant responsible for that patient. Where appropriate the registrar will supervise junior staff and help them with problems as needed. The Registrar will discuss with the consultant as needed and over difficult diagnostic or management areas.</p>

## Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
0800	Handover	Handover	Update	Handover	Handover
0900	Consultant Ward Round	0900 Wilson Centre clinic		Developmental Paediatrics Clinic	Consultant Ward round
0915			Consultant Ward Round		1130 Neuroimaging Conference
1230	Neurology Clinic			Neurology clinic	Grand Round
1300					Neurology clinic 1:4 weeks
1400					
1500					
1600				Registrar teaching 1500 - 1700	

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

There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial and pathology session.

- Starship Update Wednesdays 0800 - 0900
- Registrar Teaching Thursday 1500 – 1700

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- FRACP part 1 teaching, Level 1 Dept Paediatrics, Thursday 1500-1700
- Update Fridays 1300 - 1400

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### Section 3: Roster:

#### *Other Resident and Specialist Cover*

- The ordinary hours of work are 0800 – 1700 Monday to Friday.
- The on-site long days are from 1700 – 2230 M – F and are rostered at a frequency of 4 in 9.
- The on call off-site long days in summer are 1700 – 2230 and are rostered at a frequency of 3 in 9.
- The nights duty shifts are rostered at a frequency of 1 in 9.
- Weekend day duties are rostered at a frequency of 1 in 9
- Weekend duty on call-off site in summer are rostered at a frequency of 2 in 9.

### Section 4: Cover:

#### *Other Resident and Specialist Cover*

- Cover for sickness is provided by the short notice reliever (when available), or by the payment of additional duties or cross cover (as per the collective agreement.)
- Leave is covered by rotating relievers from the General Paediatric pool of Registrars
- There are 12 sub-speciality Paediatric Registrars, a sub specialty reliever, and two advanced trainee posts
- There are 5 sub-speciality House Officers. One House Officer is assigned to Neurology, one to Endocrinology/Renal/Immunology/Rheumatology, one to Gastroenterology/Infectious Diseases, one to Respiratory and one is assigned to Oncology. Whakaruruhau operates without a house officer.

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## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"> <li>• The Registrar will:</li> <li>• 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</li> <li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> </ul>	<ul style="list-style-type: none"> <li>• The service will provide,</li> <li>• 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.</li> <li>• An interim assessment report on the Registrar two <b>(2)</b> months into the run, after discussion between the Registrar and the Consultant responsible for them;</li> <li>• 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;</li> <li>• 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.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.0	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)	12.81	
All other unrostered hours	3.93	
Total hours per week	56.74	

**Salary** The salary for this attachment will be as detailed as a Category **C** run category

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### **Extended Winter Roster**

- Starting mid June until mid September (total 12 weeks) extra hours are rostered for the expected increased winter work load.
- During winter there will be two registrars on duty to cover acute call from 1700 to 2300 during the week and 0800-2300 during the weekend.
- One extra registrar will be rostered on duty for ward rounds 0800 to 1300 over the weekend.

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	45.0	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)	13.0	
All other unrostered hours	3.0	
Total hours per week	61.0	

**Salary** The salary for this attachment will be as detailed as a Category **B** run. Hours and Salary to be confirmed by a run review.

Includes three hours rostered time within the roster for education.

Callbacks apart from weekend ward rounds are paid at a 4 hour minimum to a maximum of eight hours in any 8 hour period. These are paid as additional duties. Weekend ward rounds are calculated into the base salary as above.