

## RUN DESCRIPTION

<b>POSITION:</b>	Registrar – training years one and two
<b>DEPARTMENT:</b>	Pathology Haematology
<b>PLACE OF WORK:</b>	Auckland City Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager of Laboratory services, through a nominated Consultant.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To develop skills in laboratory haematology and facilitate the interaction of the haematology laboratory with clinical medicine
<b>RUN RECOGNITION:</b>	RCPA and RACP towards fellowship training
<b>RUN PERIOD:</b>	4 months

### Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical</b>	<ul style="list-style-type: none"> <li>Report haematology test results under the supervision of duty haematologists.</li> <li>Perform tests and procedures appropriate to the level of experience, including bone marrow biopsies.</li> <li>Clinical liaison with healthcare providers using the haematology laboratory.</li> <li>Participate in Clinical Haematology on call roster as agreed (for this responsibility the registrar is working under Clinical Haematology service)</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit directly as well as the Consultant to which the registrar is clinically responsible in the absent duty</li> <li>As an RMO working at ADHB you will be provided with a Concerto login and ADHB email account which will be used for all work related communication. It is your responsibility to</li> </ul>

ADHB Pathology Haematology Registrar Run Description- Effective 13 December 2010

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Area	Responsibilities
	ensure you check this regularly

## Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>a.m.</b>		<ul style="list-style-type: none"> <li>Haematology Continuous Education Session</li> </ul>	<ul style="list-style-type: none"> <li>Haematology Non-morphology teaching</li> <li>Blood Club and Journal Club</li> </ul>	<ul style="list-style-type: none"> <li>Medical Science Lecture#</li> <li>Medical Grand Round#</li> </ul>	<ul style="list-style-type: none"> <li>Registrar teaching: morphology</li> </ul>
<b>p.m.</b>	<ul style="list-style-type: none"> <li>Lymphoma Meeting*</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Haematology Tutorial#</li> </ul>			<ul style="list-style-type: none"> <li>Morphology QA slide meeting</li> </ul>

**Note:**

- \* working meetings, including multidisciplinary meetings; # meetings organised by the hospital or Clinical Haematology Service
- All meetings are open to registrars, who are encouraged to attend as many as they can.
- Dates and times for the sessions above may change.

### Training and Education

*Rotations:*

Registrars will work in the following areas: predominantly at Auckland Hospital but will have one or more rotations to Middlemore Hospital, North Shore Hospital and New Zealand Blood Service. These rotations may be up to six months each. During rotations to other hospitals/institutions the registrar will be on the staff role of the respective laboratories.

*Training and development of others:*

- Teaching of other healthcare providers in ADHB including laboratory scientists, nurses as appropriate
- Working co-operatively with other registrars including in-service training/support
- Teaching medical students if appropriate and as agreed with the Clinical Head

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### Section 3: Roster

<i>Roster</i>
<p><i>Hours of work:</i></p> <p>The work schedule is according to the roster. Laboratory based work will be between the hours of 8:00 am and 6:00 pm. Monday to Friday</p> <p><i>Acute on call roster:</i></p> <p>There are no acute calls for the haematology laboratory however the Registrar will participate in the acute call roster of the Clinical Haematology Service and medical call roster as agreed with the services involved. While carrying out these call duties the registrar will be working under the supervision and terms of the relevant clinical services.</p>

### Section 4: Cover

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> <li>• Mutual cover between the two registrars rostered to Haematology LabPlus for annual, sick, study and approved special leaves.</li> <li>• Specialist supervision at work. Specialist cover for clinical work during absence as appropriate.</li> </ul>

### Section 5: Performance appraisal

<i>House Officer Responsibilities</i>	<i>Service Responsibilities</i>
<p><i>The Registrar will;</i></p> <ul style="list-style-type: none"> <li>• Report to the duty haematologist for the day-to-day duties; report to the Clinical Head, Haematology for overall clinical performance.</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>• Ensure a mid run assessment is completed after discussion between the Registrar and the consultant responsible for them;</li> <li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> <li>• Sight and sign the final assessment report provided by the service.</li> </ul>	<p><i>The service will provide;</i></p> <ul style="list-style-type: none"> <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 eight <b>(8)</b> weeks 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 House Officer/Registrar.</li> </ul>

## Section 6: Hours and Salary Category

<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)	12.0	
All other unrostered hours	5	
Total hours per week	57.0	

**Salary** The salary for this attachment will be as detailed in a **C** run category to be confirmed by a run review.

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