

RUN DESCRIPTION

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| POSITION: | Public Health Medicine Registrar (PHMR) |
| DEPARTMENT: | Auckland Regional Public Health Service (ARPHS), Healthy Environments Team |
| PLACE OF WORK: | Auckland City Hospital |
| RESPONSIBLE TO: | Professional and Clinical Director and Manager Healthy Environments and Medical Officer of Health HET |
| FUNCTIONAL RELATIONSHIPS: | Healthcare consumer, Hospital and community based healthcare workers |
| PRIMARY OBJECTIVE: | To facilitate the management of patients under the care of the Public Health Service. |
| RUN RECOGNITION: | Medical Council &/or College recognition |
| RUN PERIOD: | 6 months |

Section 1: Registrar's Responsibilities

| <i>Area</i> | <i>Responsibilities</i> |
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| General | <p>Purpose of Position:</p> <ul style="list-style-type: none"> To provide strategic and operational advice within the Healthy Environments Team and to contribute to clinical governance within that team. To support the strategic direction, clinical governance systems and management of emergent issues within ARPHS. To provide the Public Health Medicine Registrar with experience in Environmental Health <p>Ethical and Professional Standards:</p> <p>The PHMR is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:</p> <ul style="list-style-type: none"> The New Zealand Medical Association's code of ethics Australasian Faculty for Public Health Medicine or equivalent The Medical Council of New Zealand <p>ADHB policies and procedures</p> |
| Key | Clinical and Public Health Leadership within HET |

| Area | Responsibilities |
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| Accountabilities | <p>Working closely with the Healthy Environments Team manager and ARPHS Professional & Clinical Director:</p> <ul style="list-style-type: none"> • Involvement in on-call and enquiries/complaints related work within the HET areas of responsibility during office hours • Contribute to the HET strategic and operational work • Collating evidence based information for management of specific issues • Representing ARPHS on working groups, committees, for with external agencies • Contribute to service orientation of new staff as requested • Provide and/or participate in in-house training for nurses and HPO's as required • Participate in relevant research activities • Attend regular team meetings • Attend planning, budgeting meetings as required • Participate in the development and revision of clinical pathways/ protocols and guidelines as requested • Provide advice to the Manager HET on risks and how these might be mitigated • To support the development of emergency management plans • To serve on the editorial board for HET publications and newsletters • Other tasks as agreed <p>ARPHS Public Health and Clinical Review Group</p> <p>The PHMR will also belong to the ARPHS Public Health and Clinical Review Group (PH&CRG). Currently, the PH&CRG is a key mechanism for clinical governance within ARPHS.</p> <p>Cultural Safety</p> <ul style="list-style-type: none"> • Maintain active knowledge related to responsibilities of the Treaty of Waitangi and work within the principles of the Treaty • Collaborate with cultural advisors <p>Professional Development</p> <ul style="list-style-type: none"> • Establish goals, objectives, performance targets and strategies to meet these. • As agreed with the line manager of HET and the Professional & Clinical Director, attend educational opportunities/conferences relevant to the role and scope of practice of ARPHS PHMR. • Participate in relevant research activities, as agreed with the Manager HET and the Professional & Clinical Director. • Take part in performance reviews by providing feedback to the Manager Healthy Environments on assistance required to achieve annual goals and objectives. <p>Change Management</p> <ul style="list-style-type: none"> • Actively participate in change management initiatives that are required by ARPHS to include its organisational performance, particularly as these changes relate to excellence in environmental health or strategic direction. |

Section 2: Training and Education

- Approximately 10% of PHMR working week (on FTE basis) is available for faculty based training purposes
- AFPHM training requirements are:
 - Participate in regional training days, which occur monthly and are organised by the Regional Director of Training
 - Participate in national training days, which occur at least twice a year for one or two days
 - Participate in registrar only training days which occur once a month
 - Half day, study sessions with other PHMR's, twice a month as agreed

The Regional Director of Training (AFPHM) is responsible for ensuring that PHMR attachments function well and that PHMR's receive adequate and appropriate training. A Maori Director of Training also oversees and provides support and mentoring for Maori PHMR's.

Section 3: Roster

Hours Of Work

Ordinary hours of work are Monday to Friday: 0800hrs to 1600hrs

There is provision for a small number of additional hours per week to allow for workload – see Section 6.

Section 4: Cover:

Other Resident and Specialist Cover

The PHMR will be required to assist with daytime on call rosters within HET and to refer to a MOH as required.

Section 5: Performance appraisal

| <i>Registrar</i> | <i>Service</i> |
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| <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 again at three and six months. • If deficiencies are identified, the Consultant will identify these with the Registrar who should implement a corrective plan of action under the advice of their Consultant. • The PHMR will agree an annual performance plan with the Manager Healthy Environments, HET MOH and the Professional & Clinical Director, ARPHS. • The Public Health Registrar will be expected to be competent to level two of the Auckland Regional Public Health Service Whole-of-Service Core Competencies Workbook once in the role. | <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 three (3) months into the run, after discussion between the Registrar and the Consultant 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. • The Director of Basic Physician Training will be available to discuss problems and progress. |

Section 6: Hours and Salary Category

| <i>Average Working Hours</i> | <i>Service Commitments</i> |
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| <p>Basic hours (Mon-Fri) 40</p> <p>Rostered additional hours (inc. nights, weekends & long days) 0</p> <p>All other unrostered hours 4</p> <p>Total hours per week 44</p> | <p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p> |

Salary The salary for this attachment will be as detailed in a Category **F** run.