

RUN DESCRIPTION

POSITION:	Registrar – Paediatrics
DEPARTMENT:	Paediatrics
PLACE OF WORK:	Waitakere and North Shore Hospitals and other sites within the Auckland Region where WDHB delivers child health services
RESPONSIBLE TO:	Clinical Director of Child Health and Operations Manager Child Health services.
FUNCTIONAL RELATIONSHIPS:	Clinical director, consultants and registrars in the Paediatrics services. Other services as required.
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Waitemata Paediatric service.
RUN RECOGNITION:	The run is recognised by the Royal Australasian College of Physicians (RACP) as accredited for basic paediatric training subject to site visit when operational.
RUN PERIOD:	4 months, 6 months, or 1 year

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<p>(i) Cover for Paediatric Emergency Department Unit (PEDU), Rangatira Ward and Neonatal Units</p> <ul style="list-style-type: none"> • Take handover from night registrar at 0800-0830hrs • Ward rounds commence following handover. • Assess the inpatients with the consultant staff and investigate and treat as necessary • Discharge planning • Attend deliveries as requested • Attend to children with medical problems in the Emergency Care Centre and assess, investigate, treat and admit or discharge as necessary. • Manage the care of neonates in the postnatal ward as requested. • Admit patients to the Rangatira ward and SCBU as required • The ward registrar is to update the radiology conference list and email to radiology. • Attend the weekly radiology conference • This will comprise of Ward, Emergency, 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). Other Paediatric teaching also include lab teaching, maternity mortality meeting as arises.

Area	Responsibilities					
	Daily Schedule					
		Monday	Tuesday	Wednesday	Thursday	Friday
	AM	0800 -0830 Handover 0830 Ward round then patient related duties	0800 -0830 Handover 0830 Ward round then patient related duties	0800-0900 Handover then Starship Paediatric Update 0900 Ward round then patient related duties	0800 –0900 Handover Then Registrar teaching 0900 Ward round then patient related duties	0800 -0830 Handover/ registrar teaching 0830 Ward round then patient related duties
	PM	1300: Xray conference Patient related duties 1600 -1630 Handover	Patient related duties 1600 -1630 Handover	Patient related duties 1600 -1630 Handover	1230-1330 : Child Health Team CME/Grand Round Patient related duties 1500 FRACP teaching (where applicable) 1600 -1630 Handover	1300 Starship Grand round 1400 Patient related duties 1600 -1630 Handover
Long days (on the summer roster) during the week include the 1600-2300 duty, with handover to night registrar from 2200hrs.						
Teaching						
Teaching times may change. Thursday 0800-0900hrs is a protected registrar teaching session. There is also registrar teaching on Fridays immediately after the 0800 Handover. All registrars are expected to attend. Those starting nights on the Friday can be exempt from the Friday morning teaching sessions. On Thursday pm, FRACP teaching is protected time for those involved with sitting the Written FRACP exam. FRACP teaching can be linked to Starship via videoconference.						
<u>(ii) Community and Ambulatory Paediatrics</u>						
<ul style="list-style-type: none"> Outpatient clinics (OPD) under consultant supervision. Each clinic will be 3hrs duration for patient contact, and 2 hours <u>associated</u> clinical work is the standard requirement. The Registrar should discuss patients with the supervising consultant prior to clinic, and then check management plans and letters with the supervising consultant after clinic. Clinics are held at Waitakere Hospital, North Shore Hospital or outreach sites (e.g Whanau House, New Lynn Clinic, Helensville) and will have consultant supervision. Participation in multidisciplinary forums for behavioural paediatrics (usually occurs on Thursdays) and developmental paediatrics. Time is allowed for research and quality projects and the timing will fit in with other activities. 						

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	<div>Daily Schedule</div> <table><tr><th></th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th></tr><tr><th>AM</th><td>0900 OPD</td><td>0900 OPD</td><td>0800 Update 0900 OPD</td><td>0800 Teaching session 0900 Attentional Behavioural Clinic or OPD</td><td>0800 Teaching session 0900 OPD</td></tr><tr><th>PM</th><td>1300:Xray conference</td><td></td><td></td><td>1230-1330 Child Health Team CME/ Grand Round 1500 FRACP teaching (where applicable)</td><td>1300 Grand Round</td></tr></table> <p>Team meeting and journal club times may change. The registrar will do up to 6 clinics in a five day period, and these can be a mixture of morning, afternoon or all day clinics. The schedule of the clinics may vary during the wee depending on supervisor and room availability</p> <p><u>(iii) Night Cover</u></p> <ul style="list-style-type: none">• Hand over is at 22:00 from the evening registrar• Assessments, management and admissions of Paediatric Emergency Department Unit referrals and attendees.• 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 08:00		Monday	Tuesday	Wednesday	Thursday	Friday	AM	0900 OPD	0900 OPD	0800 Update 0900 OPD	0800 Teaching session 0900 Attentional Behavioural Clinic or OPD	0800 Teaching session 0900 OPD	PM	1300:Xray conference			1230-1330 Child Health Team CME/ Grand Round 1500 FRACP teaching (where applicable)	1300 Grand Round
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Administration	<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: <i>“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.”</i>																		

Area	Responsibilities
	<p><i>“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.</i></p> <ul style="list-style-type: none"> • 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. Please refer to sick call policy. • 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

Nature	Details
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/Grand round : Thursday 12.30-13.30 – all members of the team take turns to present at this round, including the registrars. • It is encouraged that the 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 Rangitara 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 immediately available to discuss and review patients.</p> <p>The relieving Registrar will provide cover for the Registrar scheduled for nights or leave, or alternatively short notice relief for unexpected absences.</p> <p>In the instance a Registrar is rostered to an outpatient clinic and the clinic is then cancelled for any reason, the Registrar will be required to assist on the ward, SCBU or PEDU wherever the clinical demand is highest. This will be entered as AP (Acute Paediatrics) on the Master SMO & RMO roster.</p>

Section 4: Roster

There are 9 Registrars working on the Paediatric Registrar roster and two relievers who provide cover for leave or short notice relief for unexpected absences.

The following outlines the hours of work and roster pattern,

Hours of Work

Key			
Shift	Start	End	Hours
Ward	08:00	16:30	8.5
SCBU	08:00	16:30	8.5
Emerg	08:00	16:30	8.5
PM	14:00	00:00	10
Clinic	08:00	16:00	8
Clinic / L	08:00	22:30	14.5
Weekend	08:00	22:30	14.5
Night	22:00	08:00	10
Night / W	21:00	08:00	10
x	00:00	00:00	0
z	00:00	00:00	0
PH	00:00	00:00	0

Roster Template

Week	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
1	Clinic	Clinic	Ward	Ward	Ward	Weekend/ S	Weekend
2	Ward	Ward	Emerg	x	x	x	x
3	Emerg	Clinic / L	Clinic	Clinic / L	Emerg	x	x
4	PM	PM	PM	x	Night	Night / W	Night / W
5	z	z	Clinic	Clinic	Clinic / L	x	x
6	x	x	SCBU	SCBU	SCBU	Weekend/ S	Weekend
7	SCBU	SCBU	Clinic	Emerg	Clinic	x	x
8	Clinic / L	Emerg	Clinic / L	PM	PM	x	x
9	Night	Night	Night	Night	z	z	z

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

Rostered Days Off (RDOs)

As part of meeting the limit on consecutive days, you will receive a rostered day off (RDO) for each weekend duty that you work. This will be included as part of the roster pattern for the service and identified in your published roster.

If, for whatever reason you do not work your rostered weekend duty(duties) that generated the RDO, then, unless formally advised otherwise, the service will require you to be at work on that RDO(s) and work an ordinary duty(duties).

You may apply for the appropriate form of paid or unpaid leave on what would have otherwise been an RDO in the ordinary course of events, subject to the leave approval process.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<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 advice of their Consultant.• The Registrar is predominantly assigned to one Consultant but will work with all of them. The Consultants the Registrar works with will assess their performance.	<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 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

6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Ordinary Hours	40.00	The service together with RMO Support will be responsible for the preparation of any rosters.
Rostered additional hours (inc. nights, weekends & long days)	22.3	
All other unrostered hours	0.85	
Total hours per week	63.15	

Salary The salary for this attachment will be detailed as a **B** Run Category.

Section 6: Deduction for Rostered Days Off (RDOs)

For each RDO Monday through Friday provided in compensations for a weekend day worked, the deduction rates as detailed in Schedule 10 of the employment agreement shall apply.